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FROM

The Commission

THIRTY-FIFTH ANNUAL REPORT
OF THE
UNITED STATES
CIVIL SERVICE COMMISSION

FOR THE FISCAL YEAR ENDED JUNE 30

1918



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1918

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The Commission



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THIRTY-FIFTH ANNUAL REPORT

OF THE

UNITED STATES CIVIL SERVICE COMMISSION.

WASHINGTON, D. C., *November 14, 1918.*

SIR: The merit system of appointments has been maintained in its entirety through the second year of the war. Although it has been a year of greatly increased activity, every safeguard essential to the integrity of the merit system has been preserved, and the effective coordination of the civil and military branches promoted. In the fiscal year covered by this report, 551,391 persons were examined, of whom 214,567 were appointed. The commission, with its widespread organizations, has cooperated effectively with the departments, thus reducing waste and confusion and insuring the appointment of persons best qualified to serve the Government.

The abnormal demand for additional employees which began during the closing months of the last fiscal year continued through the present year, in which there has been an increase of 161 per cent over the number examined in the previous year, and an increase of 150 per cent in the number appointed. It is apparent that this increase was largely occasioned by the expansion of the service due to military preparations, but it should be pointed out that the number of separations from the service, exceedingly great compared with any previous number, necessitated a considerable portion of the appointments.

A comparison of the numbers examined by periods is afforded by the table following, which shows the persons examined and appointed in five-year periods and in the year covered by this report. It will be observed that the number appointed in the past year was nearly as large as the whole number appointed during the preceding five years.

	Examined.	Appointed.
July 1, 1887, to June 30, 1892.....	91,869	20,935
July 1, 1892, to June 30, 1897.....	175,003	21,921
July 1, 1897, to June 30, 1902.....	250,129	50,905
July 1, 1902, to June 30, 1907.....	627,322	210,228
July 1, 1907, to June 30, 1912.....	647,023	170,906
July 1, 1912, to June 30, 1917.....	892,122	241,856
July 1, 1917, to June 30, 1918.....	551,391	214,567

VI THIRTY-FIFTH REPORT U. S. CIVIL SERVICE COMMISSION.

Number of competitors examined for the classified and unclassified services and the number appointed, transferred, promoted, and reinstated on certificate of the commission during the fiscal years 1917 and 1918.

	Examined.		Appointed.	
	1917	1918	1917	1918
Under civil-service rules:				
Original entrance.....	210, 418	550, 063	85, 289	213, 530
Promotions, transfers, and reinstatements through examination.....	1, 285	1, 328	1, 023	1, 037
Total.....	211, 703	551, 391	86, 312	214, 567
Not under Federal civil-service act and rules:				
Philippine service.....	329	416	49	61
Under labor regulations.....	21, 051	51, 356	14, 804	28, 643
Total.....	21, 380	57, 772	14, 853	28, 704
Grand total.....	233, 083	609, 163	101, 165	243, 271

EXCEPTIONS FROM EXAMINATION.

There is an increasing observance of the civil-service act and rules. The act contemplates the necessity of occasional exceptions to the rule of competition and provides that when such necessary exceptions are made the reasons therefor shall be stated in the annual reports of the commission. Prior to the spring of 1902 exceptions were usually in the nature of general amendments to the rules admitting whole classes of persons rather than the particular persons that required special consideration. Practically all such general exceptions are now confined to groups of positions for which competition would be impracticable, and the application of the fundamental principles laid down in the civil-service act has been made uniform throughout the service. In doing this it has been frankly recognized that, as contemplated by that act, occasional instances will arise where to adhere to the strict letter of the rules would operate against the best interests of the service. When such cases have arisen they have been removed from competition by Executive order, or authority of the commission conferred by specific Executive order, a candid statement of the reasons for such action being reported by the commission.

Notwithstanding the tremendous demand of the Government service, the merit system of appointments has been fully maintained in all the older branches. Some new agencies have been permitted by Executive orders to make appointments without reference to the registers of eligibles. Schedule B of the civil-service rules was amended to permit some groups of positions to be filled on noncompetitive examination because it was evident that the number of qualified persons offering to compete would be insufficient. All appointees were required to meet tests of fitness which had been determined in advance. The advantage of this individual rating of applicants was that it secured the cooperation of the departments in recruiting applicants

who were assured of appointment if qualified, and expedited the filling of vacancies. Less than two appointments in every thousand were made upon formally recognized noncompetitive tests. Since nearly all eligibles on the competitive registers were certified, it will be seen that these appointments do not differ materially from others and that there has been no lowering of standards of fitness by reason of appointments on noncompetitive tests.

In authorizing exceptions from examination or in recommending such exceptions to the President, the commission has been guided by the requirement in the civil-service law which restricts exceptions to positions which can not be adequately filled under the ordinary procedure required by the act. The act declares that appointments in the classified service shall be made through competitive examination "as nearly as the conditions of good administration will warrant." This scrutiny of proposed exceptions by the commission has been satisfactory alike to the departments and to the commission. It has relieved appointing officers from undue pressure, protected the service from unworthy incursions, and harmonized the whole system of appointments without competition. The inspection of proposed exceptions by the commission has established a uniform and safe practice, preventing their allowance when not fully justified.

1. By Act of Congress.

The commission has repeatedly urged that exception from examination should be left to the President. If it is desirable that latitude be allowed in the selection of employees, the President has authority to make the exception. In practice it has been found wiser to lodge this authority in him rather than to make exception by legislation, since he may adapt the exceptions to the varying exigencies of the service, thus avoiding numerous and unnecessary exceptions which in the past have resulted in evils which the civil-service act was intended to remedy.

2. Section 10 of Rule II.

The number of noncompetitive appointments during the last fiscal year under section 10 of Rule II was 1,248. Everyone of these appointments has received the careful scrutiny of the commission. A large number of applications for such appointments has been refused by the commission for the reason that it was possible to make them through competition or that the persons proposed were not qualified. The commission has impressed upon the departments that noncompetitive appointments could be permitted only in exceptional cases where competition is clearly impracticable and has insisted that the utmost possible use should be made of eligible registers

established from open competitive examinations. Departments have been requested to anticipate to the fullest extent their needs for appointments, so that the commission may have time to provide eligibles with the desired qualifications.

In every case submitted under section 10 of Rule II on the basis of nominal compensation the commission has required that it should be made clearly to appear that the compensation to be paid was not only nominal when compared to the man's actual earnings in the past but that it was actually nominal at the time of his appointment and that the man was in good faith, willing to serve, even at a distinct financial sacrifice, because of his being actuated by patriotic impulses. A showing has been required in these cases that the sacrifice was at least 50 per cent of earnings, and it was required in these cases that the compensation should not be increased without the consent of the commission.

3. Executive Order of March 26, 1917.

The commission authorized the filling of 1,024 positions during the fiscal year under this order where there were no suitable eligibles on its registers and the necessities of the service would not permit of awaiting the results of competitive examination. The noncompetitive tests of fitness prescribed in these cases have eliminated many applicants who did not fully measure up to the standard of fitness which the commission believed necessary.

WOMEN IN THE SERVICE.

The proportion of women in the service has greatly increased. The examinations are open to them upon the same requirements and conditions and with the same compensations as are prescribed for men. No discrimination on account of sex is made in the civil-service act and rules. Whatever inequalities arise are occasioned by the requirements of the service in the judgment of appointing officers and not from any restrictive action by the commission. Women are occupying not only a much larger proportion of positions in the service but have secured increased recognition in promotion to higher positions which formerly were largely filled by men.

In the last fiscal year 137,620 women were examined, as compared with 25,457 in the year previous, an increase of 441 per cent; whereas the increase of men was only 122 per cent.

SALARIES.

There has never been a uniform entrance salary for any given character of work. Disparities have become greater under lump-sum appropriations created by war exigencies vesting discretion in differ-

ent departments as to rates of pay. This has permitted departments to bid against each other by offering higher salaries, not merely to eligibles on registers, but to persons already in the service. So serious was this condition of competition among the departments that it became necessary for the President to issue two Executive orders.

The first of these forbade the commission to examine persons already in the service for the purpose of appointment to other departments, except with the written assent of the department in which employed, based solely upon the finding, after due consideration, by such department, that the person could render better service for the Government in the place for which the examination is held.

The second order was directed against offers of inducements by departments to employees in other departments to accept transfer. The order stated that in their effort to meet the additional burden of war work some of the executive departments and agencies had obtained clerks from other departments by offers of higher salaries, and that while it is not desired to place any obstruction in the way of deserved promotion, this practice had gone so far as to threaten disorganization in the clerical forces of some of the departments, with consequent loss of efficiency in the operation of the executive departments as a whole. The President accordingly directed that during the continuance of the war no department shall offer employment, directly or indirectly, conditionally or unconditionally, to any employee in any part of the service without first obtaining the written consent of the head of the department in which the person is employed, together with the statement that such consent is based upon the conclusion, after due consideration, that the person can render better service for the Government in the place in which his employment is proposed.

Inequalities in salaries and the failure to adjust pay to the work performed by employees occasion an increasing percentage of declinations of appointments and of resignations, rising recently in Washington to more than 5,000 employees a month, or nearly 6 per cent, in a force of 85,000. This excessive turnover and loss of training throw an increased burden upon the older and experienced employees and compel the appointment of a much larger number of persons than would be necessary under a systematic regulation of pay to duties. Fewer employees would be necessary and the work would be better performed under a just regulation of entrance conditions and advancement. Well-regulated personnel conditions attract a superior class of applicants. The Government comes in direct competition with outside industries, and if there is lack of inducement to enter and remain in the service the force becomes restive and unstable, the overturn becomes excessive and has a peculiarly unfortunate effect

on the efficiency of the work. Not only does the force become short handed at critical times, but the constant training of new men for specialized work takes the time and attention of chiefs and of technical men and slows up the machine.

The chaotic salary conditions make it impossible to secure an equitable system of promotion. An arrangement of salaries on harmonious lines would enable promotions to be made upon a just and uniform basis. Each department is practically an independent unit, with its separate appropriations, exercising a large measure of discretion and control over the duties, qualifications, and compensation of its employees, some being liberal and others conservative in fixing salaries. Where aggregate sums are appropriated to be distributed by the appointing officer at discretion, the number of titles and the rates of pay become indefinitely varied, and a lack of uniformity arises among the several departments and in offices in the same department. There is thus no systematic or coherent organization of the service.

In the absence of systematic control there is no adequate basis upon which just conclusions can rest regarding service conditions. Employment problems of relatively small importance distract the time and attention of Congress and of the Executive. Administrative heads, who change with changes of administration, are unable to give attention to details of personal service or to deal effectively with the subject in a broad, comprehensive, and permanent way. Established methods and traditions continue to govern long beyond the period when new conditions demand radical reforms. The fixing of salaries and the making of promotions are haphazard and without sufficient data for comparisons and appraisals. There is no study of the employment problem and no basis upon which to form logical conclusions. It is inevitable that the old-rooted belief should persist that mere personal impressions and political influences control advancement and protect incompetents.

It is not only important that merit should govern advancement, but it is also imperative that it should be believed to control. The morale of the service depends upon the degree of confidence in the justice and stability of administration. There is no assurance in the absence of regulations that a department will continue to be just in dealing with its employees since the measure of justice depends, not upon law or regulation, but upon the judgment of individual officers who have only a passing tenure. With uniform entrance and promotion conditions a more efficient organization would be possible, a degree of stability would be assured, and the service made an inviting career.

CERTIFICATION AND THE APPORTIONMENT.

With the view of more effectively meeting war needs in supplying the departments with eligibles the commission made certain changes in its method of certification. Certification for appointment in peace times was made of those standing highest in the examinations from the States which at the time had received the least share of appointments. Since the war began, however, the shares of appointments already received by the States have not in all cases controlled the order of certification, the highest being certified to positions immediately affected by the war program¹ without regard to disparities in the apportionment of appointments received by the respective States. All those appointed are nevertheless charged to the apportionment and those separated are credited.

For positions where all those who pass would be offered appointment it is the practice to send notices to such eligibles at once upon the marking of their papers inviting them to come to Washington for appointment without awaiting the process of certification and selection for appointment, thus expediting appointments and reducing the proportions of declinations and the volume of correspondence.

Although the apportionment of appointments among the States has, of necessity, in part been relaxed in meeting the demands of the war program, there has been no change in the method of charging appointments in maintaining the apportionment. From the fact that so large a proportion of all available eligibles, including those from the District of Columbia, have received appointment it might be supposed that the disparity of the share of the District would be greatly increased; but this has not been the case. The recruiting campaign carried on by the commission has resulted in increased appointments from parts of the country which have received lesser shares of appointments, and has therefore had the effect of preventing any marked changes in the relative order of the States for appointment. It is extremely creditable to residents of these distant States that they have patriotically heeded the Government's calls and accepted service, often at a distinct personal sacrifice. The District of Columbia, Maryland, and Virginia have always been far more in excess of their just shares in the whole number of appointments received than other States. The increase in the number of appointments received by them during the past year, however, was in proportion to the total increase in the service. On October 1, 1918, Virginia had re-

¹ Certifications for positions in the War and Navy Departments, the Bureau of War Risk Insurance of the Treasury Department, and the War Trade Board were made of those standing highest on the register without regard to the apportionment. Certifications for positions in other bureaus of the Treasury Department were also permitted without regard to the apportionment, conditioned upon the Department's stating the need for such action in each case.

ceived the same percentage of appointments to apportioned positions as it had on June 30, 1916, and the figures for Maryland show a decrease of one-tenth of 1 per cent in the percentage of appointments received. During this period the percentage of appointments charged to the District of Columbia increased 3 per cent.

TEMPORARY APPOINTMENTS.

The unusual demand for employees in connection with war activities has necessitated the authorization of large numbers of temporary appointments both in Washington, D. C., and in the field service. For the usual clerical positions the commission has been able to furnish eligibles, and the temporary appointments that have been authorized in these positions in most cases have been for very brief periods and for the completion of jobs of work which required the most prompt action.

For clerical positions requiring special qualifications and for various technical positions examinations have been held at frequent intervals, many of them being nonassembled and continuing. Many temporary appointments have been authorized in these positions, most of the appointees qualifying for probational appointment through examination.

In all cases where the commission has found it difficult to obtain eligibles promptly, and where there has been a continued shortage of eligibles, the departments have been authorized to recruit employees who possess the requisite qualifications, on condition that they immediately take the appropriate examination and with the understanding that their appointments would be confirmed should they become eligible and be reached for certification. In those cases where, in the absence of eligibles, the departments have been unable to secure employees except upon the guaranty of permanency, provided they show requisite qualifications, the commission has authorized appointments, not as temporary appointments in the usual manner, subject to passing a competitive examination and being within reach for certification, but as probational appointments subject to passing noncompetitively a suitable examination.

The volume of temporary appointments has, of course, been far larger than in peace times, due partly to the necessity in many cases of appointing temporarily more than one person in the same position before it is filled permanently. A large part of the temporary appointments, however, are for brief periods, and as the permanent positions are ultimately filled through examination and in many cases by the making permanent of the temporary appointees in accordance with the rule, the temporary appointment situation is not so serious as might have been expected in the sudden and continued demand for workers in connection with the war activities.

THE DISTRICT SERVICES.

About nine-tenths of the positions in the classified service are outside of Washington in what is called the field service, including the Canal Zone, Porto Rico, Hawaii, and the Philippines. There are not far from half a million such positions. Nearly all of these field positions are dealt with by the commission through the offices of its 12 district secretaries. The duties devolving upon these district secretaries have been greatly increased during the year, not merely in volume but in the gravity and complexity of the conditions affecting the Federal service. The district offices have been called upon to discharge a vastly increased volume of business during the war in addition to their normal duties, and they have developed the function of rating examination papers for general clerical and other educational examinations in addition to those for trade and labor positions which they formerly rated. The year has been the most momentous and important in the history of these districts. Emergencies of a very difficult character have arisen, demanding unusual initiative and energetic action. These situations, however, have been met by the district secretaries in a satisfactory manner.

On July 1, 1917, the district services embraced positions comprising about 178 different designations. During the year there have been added to these 58 new classes of positions which were peculiar to the Quartermaster Corps—45 to the Ordnance Department and 58 to other services. The location of the offices of the district secretaries within commuting distance of many of the largest factories supplying the Government afforded facilities for the efficient dispatch of personnel problems, particularly in the inspection services of the Ordnance Department and of the Quartermaster Corps. During the fiscal year there were 177,609 appointments made through the offices of the district secretaries—an increase of more than 126 per cent over the preceding year. On the district registers there are now over 100,000 names of eligibles for the field service awaiting certification for appointment. There are about 2,800 local boards, having 8,400 members, under the direction of the district secretaries. Some of these local boards at navy yards and arsenals themselves receive applications and maintain registers for minor positions.

Much of the work of the field force of the commission during the year has been of wholly novel character, growing out of the war, such as loyalty investigations, recruiting of labor for the navy yards and arsenals, campaigns to secure stenographers, typewriters, ship draftsmen, mechanics, and other classes of employees, and the organization for intensive training of applicants for examinations in stenography and typewriting, naval architecture, and other classes of positions for which there was a dearth of applicants.

HOUSING IN WASHINGTON.

Soon after the United States entered the war the housing of the thousands of additional civilian employees arriving in Washington became difficult. At first various local organizations engaged in social-welfare work undertook to furnish housing information to the newcomers. These organizations performed a most valuable service, but as the demands of the Government offices for additional employees increased, and as the available accommodations decreased, the location of homes for new employees was attended by increased difficulty, and it became evident that there must be some central agency under governmental control through which the new appointees could readily obtain housing information. Reports were current throughout the country of difficulties experienced by young women who arrived in Washington without definite knowledge as to the procedure to follow in obtaining places to live. These reports, naturally, had a deterrent effect upon the commission's recruiting work.

In December, 1917, the commission brought to the attention of the President the fact that the housing situation was assuming such a character that it was interfering with the commission's efforts in recruiting war workers. In order to relieve this situation the President made available from the appropriation at his disposal for the national security and defense an allotment sufficient to maintain a room-registration office under the Council of Defense of the District of Columbia. Later an appropriation was made directly for the establishment of a room-registration office, which was opened in January, 1918. The council also installed a booth at Union Station, where information relating to rooms could be obtained day or night, and where late arrivals could secure accommodations for the night, following which the room-registration office was prepared to assist the newcomer in locating permanently.

In anticipation of a scarcity of rooms in homes, funds were made available by Congress in June, 1918, for the erection of temporary dormitories. The administration of this fund was placed under the Department of Labor by the President, who was authorized by the act creating the fund to designate the manner in which it should be administered. These dormitories will be equipped with restaurants, central auditoriums, small recreation halls in each unit, and other features designed to make them comfortable and attractive. They will accommodate 5,000 persons.

Early in September, 1918, it appeared that because of the exhaustion of housing facilities a point had been reached where, unless rooming accommodations could be increased, the recruiting for the civil branches must be suspended. Thousands of women were living under conditions which were detrimental to good work. The fact that the number of resignations during August, 1918, was equal to 50

per cent of the number of appointments was evidence of well-founded dissatisfaction. While it could not be said that all these resignations were due to lack of proper housing, it was beyond question that such conditions were an important factor.

The commission accordingly arranged for a meeting of representatives of the departments concerned in housing. It was their unanimous opinion that the existing plans for securing accommodations for employees were inadequate, and measures of amelioration were agreed upon.

PRESIDENTIAL POSTMASTERS.

The Postmaster General has recommended to Congress the enactment of legislation which will permit the extension of the classified civil service to include the position of postmaster of the first, second, and third classes, appointments to which are made by the President, subject to confirmation by the Senate. This would complete the classification of all postmasters, those of the fourth class having been subject to the civil-service rules for several years past. It is not proposed that the classification of the position shall classify the incumbent, but that the person holding the position at the time it is classified shall be subject to the same competitive test as others who may apply unless he already has a competitive status. When these positions are classified many of them may be filled by promotion from the clerical grades or by the promotion of postmasters who have demonstrated their ability in smaller offices to those of greater importance. Such legislation would be distinctly in the interest of efficiency, stability, and a higher standard in the personnel of the service.

The President issued an order on March 31, 1917, providing for a system of open competitive examinations for presidential postmasters and for the appointment in each case of the highest qualified eligible instead of allowing a selection from the highest three as in appointments in the competitive classified service. For offices paying less than \$2,400 per annum applicants are subject to a written, or what is known as an assembled, examination. For offices paying more than \$2,400 per annum, applicants are not required to be assembled, but are rated upon evidence submitted in an application paper respecting their education and business training and experience, the latter subject having a weight of 80 per cent. In addition to this, an inquiry is made in the community by two representatives of the commission, one of whom must be selected by the commission from the Post Office Department. Representative business and professional members of the community qualified to testify regarding the character and business qualifications of the applicants are interviewed, and their testimony is considered in making the ratings of the candidates.

During the year ended June 30, 1918, the department requested examinations for 837 presidential offices paying \$2,400 or less per annum. Of these examinations 471 have been completed and the results transmitted to the department. Requests were received for examinations at 70 offices with salaries ranging from \$2,400 to \$6,000 per annum. The first examination for such an office was held on April 16, 1918.

FOURTH-CLASS POSTMASTERS.

During the fiscal year 4,420 vacancies in the position of postmaster at fourth-class offices paying \$180 or more per annum were reported—an increase of one-third over the preceding year. The number of appointments upon written tests was 2,287, of which 1,548 were men and 739 women. Six persons were reinstated and 31 were transferred to other branches of the service.

Appointments to offices having an annual compensation of less than \$180 made upon the reports of post-office inspectors detailed to secure applicants and to obtain information as to their suitability numbered 3,969; of these 2,884 of the appointees were men and 1,085 women.

RURAL-CARRIER SERVICE.

The turnover in the rural-carrier service was twice as great during the last fiscal year as in the preceding year, there having been 6,779 separations as compared with 3,317. On June 30, 1918, the number of rural routes was 43,457, of which 823 must be operated by motor vehicles. During the year there were 6,656 appointments through examination, 86 by reinstatement, and 184 by transfer from other branches of the service. The declinations of appointment were more than twice as great, the number being 2,138. Resignations numbered 5,926; removals for cause, 430, and 3 carriers were dropped during probation, this small number of removals (1 per cent) indicating the satisfactory character of those appointed.

The examinations for rural carrier are now open to women.

POLITICAL ASSESSMENTS AND ACTIVITY.

During the year covered by this report there has been a marked decrease in the number of violations of the civil-service rule forbidding undue activity in political affairs reported to the commission; and only four cases arose under the provisions of the Criminal Code relating to political assessments.

In previous reports the commission has called attention to its lack of power in securing the enforcement of the restrictions upon the political activity of competitive employees. The commission is charged with the duty of securing observance of the rule, and while it has power to investigate political activity of competitive employees, and while it makes suggestions as to punishment, they have

no binding character. The commission again earnestly recommends that the rules be amended to make it mandatory upon supervisory officials, in the interests of uniformity, to carry out the findings of the commission where the rule has been violated.

Briefs of the investigations made in these cases will be found in the appendix to this report. Disciplinary measures were imposed upon employees as follows:

Removal or separation from the service.....	11
Reduction	1
Suspension without pay.....	2
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Recognizing the wisdom of restricting the political activity of the railroad employees of the Government the Director General of Railroads, on August 31, 1918, issued an order which, as amended October 22, 1918, is as follows:

It is, therefore, ordered that no officer, attorney, or employee shall—

1. Hold a position as a member or officer of any political committee or organization that solicits funds for political purposes.

2. Act as a chairman of a political convention or use his position in the Railroad Service of the United States to bring about his selection as a delegate to political conventions.

3. Solicit or receive funds for any political purpose or contribute to any political fund collected by an official or employee of any railroad or any official or employee of the United States or any State.

4. Assume the conduct of any political campaign.

5. Attempt to coerce or intimidate another officer or employee in the exercise of his right of suffrage. Violation of this will result in immediate dismissal from the service.

6. Neglect his railroad duties to engage in politics or use his position in the Railroad Service of the United States to interfere with an election. An employee has the right to vote as he pleases and to exercise his civil rights free from interference or dictation by any fellow employee or by any superior or by any other person. Railroad employees may become candidates for and accept election to municipal offices where such action will not involve neglect on their part of their railroad duties, but candidacy for a nomination or for election to other political office or the holding of such office is not permissible. The positions of notaries public, members of draft boards, officers of public libraries, members of school or park boards, and officers of religious and eleemosynary institutions are not construed as political offices.

7. In all cases where railroad officers, attorneys, and employees were elected to political offices prior to the issuance of General Order No. 42, August 31, 1918, they will be permitted to complete their terms of office so long as it does not interfere with the performance of their railroad duties. After the completion of said terms of office they will be governed by the provisions of this order.

8. In all cases where railroad officers, attorneys, and employees were nominated for political offices and had become candidates therefor prior to the issuance of General Order No. 42, August 31, 1918, they will be permitted to hold and complete the terms of office to which they may be elected at the general election to be held November, 1918, to the extent that the holding of

such offices shall not interfere with the performance of their railroad duties. After the completion of such terms of office they shall be governed by the provisions of this order.

MILITARY PREFERENCE.

In view of the augmentation of the military service, the extent to which preference in appointment and reinstatement should be granted to the returning soldier is of great importance. A recent statute¹ provides for the reinstatement of former postal employees upon their discharge from the military service. The President on July 18, 1918, issued an order permitting reinstatement of classified employees for five years after their discharge from the military service in the war with Germany. Many suggestions have been made for granting preference in appointment to veterans. It is believed that preference in appointment should be granted to persons who are entitled to benefit under Article III of the amendment of October 6, 1917, of the war-risk insurance act and who are suffering from disability resulting from personal injury suffered or disease contracted in the line of duty during war. All examinations should be open to them, and they should be released from all requirements respecting age and physical condition, and their appointments when reached in the order of their examination grades should be compulsory if they are found qualified by the commission, with the advice of the Federal Board for Vocational Education, to render effective service.

The civil-service law is based upon the principle that every citizen should have equal opportunity to compete for appointment in the public service, and that in each case the most efficient should be appointed. The extent of preference depends upon the degree to which this principle should be departed from in recognizing military service. Preference is now given in section 1754 of the Revised Statutes, which provides that "persons honorably discharged from the military or naval service of the United States by reason of disability resulting from wounds or sickness incurred in the line of duty shall be preferred for appointment to civil positions" if they possess the requisite business capacity. Such persons are released under the civil-service rules from all age limitations and are required to make only an average of 65 in the examination in order to have their names placed at the head of the eligible register. Although preference is granted to a large number of persons under this provision, it is limited to a relatively small percentage of the men who have rendered military service, as the number who are discharged by reason of disability resulting from wounds or sickness incurred in the line of duty is not large. If all those who have rendered military service were recognized as entitled to preference,

¹ See Appendix, p. 21.

however, persons who have not rendered such service would scarcely find it worth while to compete in the examinations, and the civil service would lose its representative character and be confined to a military office-holding class. Such a provision would result in the creation of a privileged class and the appointment of those not qualified to compete on equal terms with all applicants.

Public office should not be regarded as a gratuity, but as an opportunity for public service by those best fitted. The soldier is not admitted to the Army unless he meets certain physical tests. He should not be admitted to the civil service without a corresponding test of his ability to develop along the lines of activity which will be required in the civil branches of the Government. Under the merit system the examinations are designed to test relative fitness, and are open and competitive for all American citizens who meet certain preliminary requirements, and appointing officers are required to fill vacancies from among those graded highest. To the extent that public office is an honor and a means of livelihood, all should enjoy equal opportunity to compete for appointment. The civil service increasingly demands educated, experienced employees, and to use it as a reward for military service is an expensive method of pensioning. It is essential that the merit system of appointments, based on the principle of open competition, should not be impaired.

FINANCES.

The commission was granted an allotment on September 21, 1917, of \$250,000 by the President from the appropriation given him for the national security and defense. This was a lump sum for salaries and other expenses, and was in addition to the appropriations by Congress available for 1918, amounting to \$472,088, which included \$452,535 appropriated for the use of the commission during the fiscal year ended June 30, 1918, and an unexpended balance of \$19,553 from a special appropriation of \$20,000 for salaries and expenses made on June 15, 1917, for 1917-18. Thus the total amount available for the year 1918 was \$722,088. Of the regular appropriations of \$452,535 the sum of \$338,910 was for statutory salaries, and the remainder was divided as follows:

Salaries, expert examiners.....	\$2, 000
Traveling expenses.....	20, 000
Printing and binding.....	55, 000
Contingent expenses.....	12, 000
Stationery.....	7, 500
Textbooks.....	250
Rent of building.....	16, 875
	<hr/>
	113, 625
Salaries, statutory.....	338, 910
	<hr/>
Total, regular appropriations.....	452, 535

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Of the grand total of \$722,088 available for the year, there was expended:

Salaries	\$506, 612. 80
Supplies:	
Printing	\$95, 557. 44
Stationery	31, 982. 60
General	2, 654. 83
Total	130, 194. 87
Contract or open orders:	
Repair of equipment	640. 75
Postage	67. 50
Telephone and telegraph	2, 887. 00
Expressage	406. 19
Total	4, 001. 44
Traveling expenses:	
Including expenses of examinations held elsewhere than at Washington	18, 328. 56
Equipment:	
Office	\$31, 034. 22
Textbooks	228. 79
General	1, 047. 29
Total	32, 310. 30
Contingent expenses:	
Miscellaneous	7, 331. 47
Rent	16, 875. 00
Grand total	715, 653. 94

The regular appropriation of the commission for the fiscal year 1919 is \$668,275. A supplemental appropriation was allowed October 28, 1918, of \$165,000.

The following table shows the number of officers and employees on the force of the commission on November 10, 1918, with their salaries:

	Number.	Total salaries.	Number on statu- tory roll.	Number on lump- sum roll.
Commissioners	3	\$12, 500	3
Chief examiner	1	3, 500	1
Secretary	1	2, 500	1
Executive offices	7	11, 400	7
Disbursing office	4	5, 700	2	2
Custodian	27	17, 620	12	15
Application division	112	118, 680	45	67
Examining division:				
Preparing and marking examination papers	63	79, 050
Clerical	51	68, 120	64	50
Appointment division:				
Service record	24	25, 300
Certification	68	69, 780
Clerical	72	85, 880	68	97

	Lump sum.	Statutory.
Number of presidential positions	5
Number of chiefs of division	3
Number of district secretaries	12
Number of other employees	1 254	242
Totalsalaries	\$300, 000	\$331, 650

¹ This number does not include 36 employees with compensation ranging from \$10 a month to \$1 a year, nor 126 persons employed for part time work with compensation at the rates of \$2.50 a day, \$1.75 a night, or 50 cents an hour.

There are also 2,941 local boards of civil-service examiners, consisting of employees designated from other branches of the service, who may be detailed to the work of the commission when necessary. The following table shows the distribution of such boards by services:

Number of boards.	Service.
2,759	Post Office.
48	Engineer.
9	Irrigation and allotment.
19	Lighthouse.
12	Ordinance.
19	Quartermaster.
27	Reclamation.
19	Naval.
29	Miscellaneous.

There are 443 cities in which the commission has rooms assigned for examination purposes.

SUGGESTIONS.

1. The commission urges the enactment of legislation to regulate appointments and promotions in the municipal government of the District of Columbia.

2. A wider application of the principle of filling the higher administrative positions now unclassified by the promotion of classified employees or upon open competition would be distinctly in the interests of efficiency, stability, and a higher standard in the personnel of the service, and it is urged that there be enacted legislation to include in the classified service all field positions in the Treasury Department, Department of Justice, Post Office Department, Interior Department, and the Department of Commerce, appointments to which now require the confirmation of the Senate.

As long as these higher administrative positions remain unclassified, to be filled upon a patronage basis, the classified service will not offer a career in competition with such outside fields of employment as are organized and conducted upon a merit basis and which have systems of retirement upon disability or superannuation. In this respect the civil service remains inferior to many business establishments which assure promotion for merit to higher-salaried positions and which give retiring allowances; and the Government can not hope to secure and retain the services of an equally intelligent and ambitious class of persons while these conditions continue. There is an increased tendency on the part of most persons who enter the Government service to resign to accept employment in fields in which there is better organization and greater opportunity for advancement. This means a serious loss of training and ability and adds to the expense of administration. As long as the officers in charge are

appointed for political reasons, and are liable to change with every change of administration, the Government service will fail to compare with outside employment in economy and efficiency of administration.

We have the honor to be,

Very respectfully,

JOHN A. McILHENNY,
CHARLES M. GALLOWAY,
HERMON W. CRAVEN,
Commissioners.

The PRESIDENT,
The White House.

REPORT OF THE CHIEF EXAMINER.

OCTOBER 9, 1918.

THE COMMISSION :

The following report of the work done under the supervision of the chief examiner during the fiscal year ended June 30, 1918, is respectfully submitted.

The following table shows the number of persons examined and appointed during the year :

Examinations.	Examined.	Appointed
For entrance:		
Educational.....	232,281	100,280
Noneducational.....	267,782	112,213
Total for entrance.....	550,063	212,493
For promotion, transfer, and reinstatement.....	1,328	1,037
Total.....	551,391	213,530

The second table which has appeared in my report for several years past, showing division between departmental and field examinations, is omitted, because of lack of definite statistics.

In addition to the foregoing, certain examinations were held for services not in the classified service of the United States, with the following results:

Examinations	Examined.	Appointed.
Philippine service.....	416	61
Unskilled laborer.....	57,356	25,643
District of Columbia.....	55	
Designation to Military and Naval Academies.....	1,704	(1)
Entrance to Naval Academy ²	3,059	
Consular Service.....	14	
Diplomatic Service.....	6	
Commercial attachés, Department of Commerce (unclassified) ³	164	
Commercial agent, Department of Commerce.....	167	
Special agent, Department of Commerce.....	208	
Presidential postmaster (first, second, and third class offices).....	3,354	

¹ Report showing the results of the examinations of all persons for designation as cadet or midshipman is made to the Member of Congress for whom such examination is held.

² The work of the commission in connection with examinations for entrance to the Naval Academy is confined to the conduct of examinations, the papers for the examinations being furnished by the Navy Department and returned to that department as soon as received by the commission from the various examination places.

³ The work of the commission in connection with examinations for these positions was confined to the conduct of examinations, the papers for the examinations being furnished by the Department of Commerce and returned to that department as soon as received by the commission from the various examination places.

There were 656 different kinds of educational examinations held, according to the title or kind of positions, as compared with 460 during the preceding year. The noneducational type of examination was given for a large number of different kinds of mechanical trades positions; but the form of examination being the same for each kind of position, the number of different titles is omitted from this report.

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During the year there were 53,830 persons examined for clerk in the service at Washington, as compared with 11,963 the preceding year; and 48,848 for typewriter and stenographer and typewriter in Washington, D. C., as compared with 19,955. Applications for examination to the number of 404,227 were received during the year, against 203,514 the preceding year; and 4,913,065 forms, manuals, and announcements were distributed, against 3,098,439, all in the Washington office. For the same period of time the number of visitors to the public bureau of information in Washington increased from 66,637 to 151,200. For the entire service subject to the civil-service act and rules 551,391 persons were examined during the year, as compared with 212,114 persons the preceding year; and 213,530 persons were appointed, compared with 86,312 persons the preceding year. The grand total of persons examined by the commission for both the classified and the unclassified service was 617,894.

FRAUDS, DEBARMENTS, PROSECUTIONS.

During the year 1,069 persons were barred from examinations, the reasons and statistics being given below:

General unfitness	60
False statement in application	217
Attempted use of helps	12
Submission of fraudulent certificates or vouchers	26
Collusion	73
Copying in examination	8
Miscellaneous	13
Disloyalty	660
	<hr/>
	1,069

In addition the commission found it necessary to rule that it would not accept medical certificates in future from 10 physicians whose certificates as to physical condition had proved to be grossly unreliable.

The commission submitted to the Department of Justice sixteen cases for prosecution because of such serious violations of the civil service act as bribery, impersonation, forgery, and conspiracy. Two typical cases are the following:

In 1917 Abe Socol was barred from examinations and was fined \$50 by the court for false statements under oath in his application for civil service examination. During the past year he filed two applications for other examinations, stating therein under oath that he had never previously filed applications with the commission, had never been barred from examinations and had never been convicted of or charged with any crime or misdemeanor. Socol pleaded guilty to his second offense and was fined \$50 and costs.

As a consequence of taking the subclerical examination a man was given temporary appointment as watchman in the Immigration Service at New York. Last August he wrote a letter to the Assistant Commissioner of Immigration offering him \$100 to secure him a permanent appointment as watchman. The man was removed from the service and the case submitted to the Department of Justice, but report of action taken has not yet been received.

PRESIDENTIAL POSTMASTER EXAMINATIONS.

The Executive order of March 31, 1917, affecting Presidential postmasters, makes the commission the examining body, and contains the additional feature of requiring the appointment of the highest qualified eligible, "unless it is established that the character or residence of such applicant disqualifies him for appointment." The order reads:

Hereafter when a vacancy occurs in the position of postmaster of any office of the first, second, or third class, as the result of death, resignation, removal,

or on the recommendation of the First Assistant Postmaster General, approved by the Postmaster General, to the effect that the efficiency or needs of the service requires that a change shall be made, the Postmaster General shall certify the fact to the Civil Service Commission, which shall forthwith hold an open competitive examination to test the fitness of applicants to fill such vacancy, and when such examination has been held and the papers in connection therewith have been rated, the said commission shall certify the result thereof to the Postmaster General, who shall submit to the President the name of the highest qualified eligible for appointment to fill such vacancy unless it is established that the character or residence of such applicant disqualifies him for appointment. No person who has passed his sixty-fifth birthday shall be given the examination herein provided for.

The effect of this order was discussed in the commission's last annual report.

Upon consultation with the Postmaster General as to the duties and responsibilities of Presidential postmasters, it was found that the positions were readily separable into 2 groups: First, those receiving from \$1,000 to \$2,400, inclusive; and, second, those receiving higher compensation.

In the former group the individual postmaster himself performs in addition to his administrative duties a portion of the clerical work of the office, and accordingly, for this group an assembled form of examination was devised giving a credit of 35 per cent for business training and experience, but including the subjects of arithmetic and accounts with a relative weight of 30 per cent, penmanship 10 per cent, and letter writing 25 per cent.

In the higher salaried offices the postmaster is an executive, and it is of prime importance that no man shall be declared eligible to represent the United States Government as postmaster unless he has demonstrated executive ability among his fellows and the personality to win the confidence of the public, and the confidence and obedience of the post-office employees. A nonassembled form of examination was prescribed for the second group of offices, giving 20 per cent credit for education and 80 per cent for business training and experience.

Information in great detail as to education and experience is requested in the announcement and certain standards are prescribed therein as prerequisite for consideration for the position. In addition the following paragraph was included in the announcement and approved by the President:

The rating on business training and experience will be determined by the character and extent of the business training and experience of the applicant as shown, first, by his answer to question 23 of the application * * * and, second, by a careful personal investigation of each applicant by representatives of the Civil Service Commission, one of whom is to be selected by the commission from the Post Office Department, such representatives to make report of their investigation direct to the commission. The investigation and report should cover two purposes, namely, first, full inquiry as to each candidate's suitability for the office by reason of his character and personal characteristics, this part of the inquiry to be noncompetitive and not considered in the rating of the candidate, but if he is found unsuitable by the commission as a result of such inquiry he, of course, will not be declared eligible; the second purpose of the investigation should be the same careful personal inquiry from persons best qualified to know of the business qualifications, ability, and experience of each candidate, the report of such inquiry to be confined to findings of facts and to be made a part of the evidence and record upon which the commission rates the candidate.

In a number of the commission's examinations an oral test has been prescribed where it was thought personality was a vital element in the success of the appointee; and in other examinations careful confidential inquiry has been made through the mails as to experience and fitness of applicants. In these higher salaried postmaster examinations, the inquiry is being made personally by representatives of the commission, and one of these representatives is selected by the commission from the Post Office Department in order especially that his technical knowledge of post-office business may be used in the investigation.

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In no other class of examinations has greater care been exercised to make each report of results full and accurate, and to justify absolutely the ratings given each candidate on the evidence adduced from all sources. As interesting corroboration of this, there is cited a candidate in one of these examinations who was unsuccessful in receiving the highest rating. He had been head of a medical college for a number of years and wrote the commission's representative that the work of the commission in these examinations was eminently fair and thorough and adapted to its purpose. This testimony as to the competency of the examination is noteworthy and convincing because it was given by a candidate after he knew he had not been rated first for the position.

During the year the commission held 701 examinations for the lower-salaried positions, there being 2,930 competitors; and for the higher-salaried offices 61 examinations were held, with 424 competitors.

ACTIVITIES OF DISTRICT OFFICES.

Never has the commission had more cause for satisfaction in the establishment of its 12 district offices than during the past year of war work. These offices were brought into being 15 years ago, with a view to eliminating the delay incident to filing through the commission and the departments at Washington positions in Federal establishments outside the District of Columbia. Beginning principally with the Post Office and Customs services, the commission's district offices now assist practically every Government establishment in the country in securing civilian personnel.

The district offices are located at Boston, New York, Philadelphia, Washington, Atlanta, Cincinnati, Chicago, St. Paul, St. Louis, New Orleans, Seattle, San Francisco, and, with the exception of the rating of educational examination papers, perform the functions of the Civil Service Commission within their respective districts. The departments have authorized their field officers to deal directly with the district secretaries, who are thus able more promptly to supply qualified eligibles living at or near the place of employment.

Statistics of the more important items of work passing through the district offices are given below for the fiscal years ended June 30, 1917, and 1918, respectively:

	1917	1918
Examinations announced by district secretaries.....	4,517	9,601
Applications received in the district offices.....	68,840	172,291
Applications and examination papers rated in district offices ¹	16,029	83,034
Loyalty investigations made ²	135	2,537
Probational appointments made directly through offices of district secretaries ³	15,135	48,025
Average number of visitors daily to the 12 district offices ⁴	1,025	4,111
Average number of letters and communications received daily at the 12 district offices ⁵	1,127	3,119

¹ Does not include the many thousands of papers rated at local board offices throughout the country on the periodical visits of the district secretaries.

² Statistics of loyalty investigations were not kept by one of the district secretaries for both fiscal years, and by another district secretary for the fiscal year ended June 30, 1917. The making of loyalty investigations began with the declaration of war by the United States.

³ One district secretary kept no statistics of probational appointments for both fiscal years, and a second district secretary did not report probational appointments in the post-office service. These figures do not include the thousands of appointments at such establishments as navy yards, arsenals, etc., where there is a local board of civil-service examiners under the direction of the commission and its district secretaries.

⁴ One district secretary kept no statistics of daily visitors for both fiscal years, and two other district secretaries for the fiscal year ended June 30, 1917. On one day, last year, at the New York City office more than 6,000 persons called for information and application forms.

⁵ Two district secretaries kept no record of total communications received for both fiscal years, and two other district secretaries for the fiscal year ended June 30, 1917, so that the statistics given for 1918 are of only 10 district offices and for 1917 for 8 district offices.

There is no more certain maxim in private enterprise than that mere size does not necessarily make for efficiency. The danger lies in loss of individual initiative and enthusiasm and in the fact that in a great volume of diversified business separate items will not receive the prompt attention which would be given them in a smaller establishment.

A counterpart was found for a brief period in the Government service the past year. The War Department began to place contracts for munitions, ordnance material, clothing, quartermaster supplies, etc., with private establishments throughout the country, and to commandeer numerous plants for Government work; and endeavored to handle through Washington the appointments of the thousands of civilian inspectors, supervisors, production experts, etc., required at the manufacturing centers. The volume of appointments became too great for prompt attention and the department accordingly arranged with the commission for the transfer of the work to the field. There has been a speeding up of the rating of applicants and of appointments through this localization of effort; and each field establishment is putting forth every effort to make a good record for itself. This change into the field has introduced the personal element so vitally essential for the best work. Expedition in the dispatch of the commission's field work is made readily possible by the provision in law which permits each district secretary to call on Government establishments in his vicinity for assistance in the shape of details to his office.

Aside from the increased promptness with which vacancies are now being filled where qualified candidates are available, one of the outstanding advantages of the transfer to the field of these war appointments is in the opportunity it affords to the responsible local war official and the commission's district secretary to confer together—and where it appears that the available supply of fully qualified persons for one class of work is exhausted in that district and there is no surplus in an adjoining district, to issue promptly amended announcement of examination to secure eligibles having lower qualifications but nevertheless fit to train for the work.

The district secretaries have been an essential factor in adapting the merit system to new, much enlarged, and greatly diversified conditions arising under the strain of war.

CHANGES.

Women.—The most notable change in Government personnel brought about by the war is in the employment of women. They are everywhere, and offices which formerly insisted on men employees are now acceding to the commission's recommendation that their examinations be open to women applicants.

In the fiscal year ended June 30, 1917, 25,457 women were examined by the commission, and in the last fiscal year 137,621 women; against 186,657 men in 1917 and 413,770 men in 1918. The percentage gain for women, it will be observed, is 441, whereas for men it is only 122.

Many of the examinations for technical and scientific positions which in past years have been limited to men may now be taken by women; and the departments are appointing women to these positions. Among the general examinations which war conditions have opened to women are elevator conductor, messenger, junior chemist, computer, bookkeeper, and minor inspector positions in the Ordnance Service at Large.

Age limits.—The civil service rules permit the commission to change age limits only with the approval of the appointing officers. The tendency in Government service, as in private employment has always been to secure young men and women. This is now changed, and aside from the examinations for the different branches of the Postal Service, the maximum age limit has been entirely eliminated or else very materially increased in the majority of examinations.

Manual of examinations.—The publication of a semi-annual manual of examinations was discontinued because it was found impossible under constantly changing war conditions to arrange, two or three months in advance, a series of examinations to be held by the district secretaries in an itinerary each spring and fall. Instead, the plan of announcing examinations individually by a special announcement was adopted, in order more promptly to meet the needs of the service and also to save the cost of printing and binding a large pamphlet such as the manual. The demand for a pamphlet of this sort would have required the printing of several hundred thousand copies the past year.

Assembled to nonassembled examinations.—In my last report there was given a detailed description of the nonassembled examination, and the class of positions for which it is prescribed by the commission. Owing to the fact that before the war there was usually a surplus of eligibles for the junior scientific and technical positions, it was not considered an appropriate type of examination for filling them. Open competition is the foundation of the merit system, with a view to giving the Government always the best of the material available at any time for civilian employment; and, accordingly, a question-and-answer examination was provided, covering the field taught in college or university, and the highest of the resulting eligibles were first certified for appointment.

War has changed this, as it has practically everything else. There are now insufficient eligibles for junior chemist positions, for example, and junior laboratory and agricultural positions; and so it is necessary, under the civil-service law, only to establish the possession of the minimum requisite qualifications, and this is accomplished by a form of nonassembled examination, which provides for careful inquiry as to the work done by each applicant in college or university. Due credit is also given to experience and training gained outside of the educational institution.

OVERCOMING DIFFICULTIES.

"Making" eligibles.—When the United States undertook the execution of the greatest warship construction plan in history, as it did immediately following our entrance into the war, it soon became evident that there were not enough ship draftsmen in the country to do the necessary drafting work, there likewise being need for them in carrying out the great merchant ship construction program.

The commission endeavored to relieve the shortage of ship draftsmen by recommending to the heads of recognized colleges and technical schools that graduates from and senior students in engineering courses be given intensive training for a specified minimum number of weeks in a naval architecture course approved by the commission with a view to making them available for employment as ship draftsmen at an early date. Acting upon the recommendation of the commission, a number of educational institutions, including the Massachusetts Institute of Technology, the University of Michigan, the Case School of Applied Science, the University of Notre Dame, the Tulane University of Louisiana, the University of Washington, the University of Texas, the University of California, and Throop College of Technology, organized intensive courses in naval architecture, with the result that more than one hundred men who had not previously been trained in naval architecture became available for employment as ship draftsmen under the Navy Department in the spring of 1918. It is the intention of the commission to encourage the organization of these classes for intensive instruction in naval architecture each spring and fall for an indefinite period.

The commission has urged upon many boards of education and individual institutions and organizations the patriotic duty of organizing classes of in-

struction in typewriting and stenography in order to provide the Government at Washington with qualified eligibles, and the responses have been instant and results worth while.

Housing.—The work of recruiting war workers so depends upon proper housing that the commission has kept in close touch with the various agencies in Washington which have endeavored to assist new appointees in finding suitable living accommodations. The influx of war workers became so great that the commission recognized the need for a central room-registration bureau conducted by the Government, which would maintain and keep current a registered list of rooms available and would assist newcomers in getting properly located. The matter was brought to the attention of the President by the commission and the necessary funds were made available. This bureau maintains a down-town office open during the day, and a booth at the Union Station, which is open day and night.

The commission has taken an active part in all efforts to improve housing conditions, and in providing adequate dormitories for Federal employees. Practically the sole obstacle to its being able to recruit the service at Washington to full strength is the lack at this time of sufficient housing accommodations. Plans are completed and thousands of persons are ready to take examinations for essential positions awaiting only the word that they will be properly sheltered upon coming to Washington.

Stenographers and typewriters.—The demand for stenographers and typewriters in the Government service becomes so insistent at times that it seems as though the war were being fought in the clatter of the keys. During the entire year examinations were held weekly throughout the country, and oftener in many cities, and evening examinations are arranged where it is thought even a small class can be assembled. In addition, the commission takes selected cities, after a survey indicates a possibility of good results, and for a period of about two weeks conducts a special campaign there through all local organizations and publications, culminating in the examination on a scheduled date, at which there is present one or more competent examiners from the office at Washington for the purpose of rating the papers immediately and notifying qualified candidates within 24 hours that they can entrain for Washington to take up Government work on arrival. This method of recruiting has had excellent results in the majority of cities in which it has been tried.

The commission also has urged upon the departments the advisability of creating, as much as possible, stenographic sections under the supervision of a competent man, rather than adopting the plan of providing each officer or official with a personal stenographer, who might not, as a result of his limited assignment, be kept employed throughout the day.

Emergency needs.—In my last report there was described the method pursued in filling emergency needs for mechanics in navy yards and arsenals. Toward the end of the past year the plan was extended, at the request of the War Department, to provide workers for cantonment construction, and in the six weeks of operation for which statistics are now available, 2,810 laborers, 1,725 carpenters, and 400 mechanics in other trades were supplied for this construction work.

For the navy yards and arsenals, during the year 5,052 mechanics reported for duty under this special method, which is invoked only when there is a lack of eligibles available within the immediate vicinity of the Government establishment. There were 62,148 confidential vouchers sent out, and 522,482 announcements and form letters sent to local secretaries and postmasters to enlist their aid in securing workers for these emergency needs.

Especial attention is invited to the fact that to fill these emergency needs the commission's representatives in the field sent to the places of employment only those persons whose statements under oath as to qualifying experience were corroborated by confidential inquiries.

THE DISABLED SOLDIER AND THE FEDERAL SERVICE.

In line with the other countries at war, the United States has created under the Board for Vocational Education a department for rehabilitating disabled soldiers and sailors of the war. Physical recovery will of course be under the direction of service physicians, but in conjunction with and subsequent to medical treatment the duty of the vocational board will be to fit the man for useful employment. So far as his disability will permit, a man will be trained for work congenial to him, and special effort made to locate a satisfactory position for him after training is completed.

The Federal Government, through the agency of the Civil Service Commission, will itself provide such positions for many of these men, who have paid heavy penalties for protecting democratic institutions; but it seems well to point out that private industry must not shirk its own privilege in this respect, and endeavor to require the Federal Government to be the major, if not sole, employer of disabled soldiers and sailors. These men fought for the safety and institutions of the entire country and not alone to maintain the Government; and opportunity must be afforded by private industry everywhere to assist them in reestablishing themselves in useful occupations.

THE MERIT SYSTEM WAR TESTED.

To some of us who have been in active civil-service work for years and have had opportunity to observe its effects from the inside, has come an abiding belief in the "good business" of the merit system. At the time of its adoption 45 years ago and ever since, its supporters have in the main been apologetic; they firmly believed that it was much better and more efficient and economical than the spoils system it supplanted, but, so they seemed to feel, it was an expensive way of securing help when measured by the methods used in the commercial world. The commercial world, however, has now adopted the civil-service system.

For some years before the war the larger private establishments had begun to recognize the value of a centralized employment office, as opposed to the old haphazard system of permitting the individual foremen to "hire and fire" as they chose. First it was nothing more than an employment office where an applicant was taken largely on his own estimate of personal qualifications, given a trial at the work, and dismissed if found incompetent. Efficiency studies developed the wastefulness in turnover in labor resulting from this system, and accordingly many manufacturing and commercial establishments adopted a test—a competitive examination—designed to ascertain which of the applicants were "eligible"; that is, sufficiently qualified to make it worth while from a business standpoint to give them a trial at the work. For example, the Standard Oil Co. for its foreign service has what is virtually a civil-service test in the requirement that only young university or college graduates will be accepted.

A number of establishments asked the commission for assistance in preparing their tests; and it was then that the Federal civil-service system began to be appreciated and valued on a basis different and higher than merely its ability to keep political and personal job hunters away from the public crib.

With this firm foundation, the commission knew that it had a most important place to fill in the winning of the war could it be given adequate authority and appropriations. The commission has been hampered by most inadequate appropriations, but has had the full cooperation and assistance of the War and Navy Departments, and the authority granted it under the civil-service act and rules and special orders of the President has been such as to constitute a system flexible enough to meet every emergency. The system can best be explained by giving a single illustration. The representatives of one bureau came to the commission with the oral statement that it needed at once not less than 100 inspectors for a special piece of work the importance of which could not be overemphasized. There was apparently no time in which to announce an examination to secure qualified persons, and so the commission authorized the bureau to fix its standard of minimum qualifications; to appoint noncompetitively the persons who met such minimum, and have them submit at once to the commission a form under oath, showing their education and experience, which, subject to corroboration by the commission, was used to determine whether they met these standard requirements. It was here that the commission proved of material assistance to the bureau in helping it to decide upon a minimum standard and in securing the inspectors. When the representatives of the bureau were required to state definitely in writing their needs, then the results were quite different than they probably would have been if general and unlimited authority had been granted, because only 14 inspectors have been appointed under the commission's authorization to appoint 100 qualified persons and these 14 apparently will be able to finish the work within the period desired. With general authority granted, no standard of qualifications set, and with divided authority in appointments, probably far more than these 14 inspectors would have been appointed, and the work itself no doubt have suffered.

In spite of the magnitude of the work under its direction, there is no criticism heard of the inspectors employed by the Ordnance Bureau throughout the country. That bureau has made definite specifications (amended from time to time as experience justified) covering all the different classes of inspectors required; and these specifications have been published by the commission in announcements of examinations, which have been pending since practically the beginning of the war. Another bureau has been severely criticized by a committee of Congress for the incompetence of its inspectors, and for its wasteful extravagance in the employment of civilians; and it is interesting to note that such bureau had not cooperated with the commission, had fixed no standard of qualifications, and had made employments of all kinds indiscriminately without reference to any existing civil-service registers.

One effect of the war is that it has brought more to the surface the strong, solid belief of responsible officials in the necessity of the civil-service system if good service is to be had. There has been a distinct increase in this belief among administrative officials throughout the service, until at this time it is my observation that such belief prevails.

It is a simple thing to say, but it is of vital import to the country to be able to say that the commission's functioning during this war has saved the government millions of dollars in keeping out incompetents, in preventing unnecessary appointments, and in providing thousands upon thousands of qualified employes to fill legitimate needs.

Respectfully submitted.

G. R. WALES, *Chief Examiner.*

APPENDIX.

87049°—18—8

1

CIVIL-SERVICE ACT.¹

AN ACT To regulate and improve the civil service of the United States. (Act of Jan. 16, 1883, 22 Stat., 403.)

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the President is authorized to appoint, by and with the advice and consent of the Senate, three persons, not more than two of whom shall be adherents of the same party, as Civil Service Commissioners, and said three commissioners shall constitute the United States Civil Service Commission. Said commissioners shall hold no other official place under the United States.

Appointment
of commission-
ers.

The President may remove any commissioner; and any vacancy in the position of commissioner shall be so filled by the President, by and with the advice and consent of the Senate, as to conform to said conditions for the first selection of commissioners.

Removal of
commissioners.

The commissioners shall each receive a salary of three thousand five hundred dollars a year. And each of said commissioners shall be paid his necessary traveling expenses incurred in the discharge of his duty as a commissioner.

Salaries and
traveling ex-
penses.

* * * "By the executive departments, when that term is used in the Federal Statutes, is properly understood only those departments specified in section 158 of the Revised Statutes, to which has since been added by subsequent legislation the Department of Agriculture [and the Departments of Commerce and Labor]. * * * The Civil Service Commission * * * is not attached in any wise to any of the executive departments, nor is it subject in anywise to the control of any of

the heads of those departments. There is nothing in the act constituting the commission which makes it subject to any regulation or control except that of the President himself." * * * (Opinion, Atty. Gen., May 4, 1898, 22 Op., 62.)

Through subsequent legislation the salary of the president of the commission is now \$4,500 and that of the other commissioners \$4,000 each. (Act of May 22, 1908, 35 Stat., 197.)

SEC. 2. That it shall be the duty of said commissioners: *First.* To aid the President, as he may request, in preparing suitable rules for carrying this act into effect, and when said rules shall have been promulgated it shall be

Duties of
commissioners.
Rules.

¹ *Definition.*—Civil service is defined as the executive branch of the public service as distinguished from military, naval, legislative, and judicial. (Century Dictionary.)

the duty of all officers of the United States in the departments and offices to which any such rules may relate to aid, in all proper ways, in carrying said rules, and any modifications thereof, into effect.

"Where an act of Congress, establishing a general system, confers on the President the authority to do a specific act for the purpose of perfecting the means by which the system shall be carried into effect, the act of the President, when performed according to the terms of the statute, has all the validity and authority of the statute itself." (Opinion, Atty. Gen., Mar. 19, 1862, 10 Op., 469.)

"There can be no doubt as to the power of Congress or any other legislative body to delegate to subordinate authorities the power to make rules and regulations within certain limits, which, when made, will have the force of law. * * * But if any rule prepared by this commission, whether published by the President or not, should have the effect of repealing or modifying an act of Congress, it would be an act of legislation and not a regulation of a mere executive character, which it was clearly the object of this law to authorize. It is a grave question whether Congress could delegate to the President, or to any board of commissioners jointly with the President, the authority to do any act which is equivalent to legislation." (Woods v. Gary, Postmaster General, Sup. Ct. D. C., Sept. 14, 1897, 25 W. L. R., 591. See also, Opinion of Justices, Feb. 24, 1882, 138 Mass., 601.)

In a letter to the commission, of July

Second. And among other things, said rules shall provide and declare, as nearly as the conditions of good administration will warrant, as follows:

Section 2 of the civil-service law merely directs what the rules to be promulgated by the President shall contain. They are not mandatory or absolute, for the statutory directions are only to be followed "as nearly as the conditions of good administration will warrant." A large discretion is, therefore, left to the President to modify the statutory directions if in his judgment such action should be required for the purposes of good administration. Nor are the statutory rules exclusive, for it is provided that "*among other things*" the rules shall provide as set forth in the statute. (See *Johnson v. United States* (1905),

16, 1895, the President requested it to further a plan by which the Board of Commissioners for the District of Columbia may provide examinations for those seeking places under the District government so far as this may be done without thereby adding to the expenses of the commission.

In an Executive order of December 17, 1907, the President directed that "upon the request of any Member of Congress the United States Civil Service Commission shall aid in testing the qualifications of applicants for designation for appointment in the United States Military or Naval Academies, so far as this may be done without thereby adding to the expenses of the commission."

The United States Civil Service Commission is directed to render such assistance as may be practicable to the Porto Rican civil-service commission, created under the insular legislative act of March 14, 1907, and officers and employees in the Federal service in Porto Rico shall facilitate the holding of examinations and other work of the Porto Rican civil-service commission and render such other assistance as may be practicable. (Executive order, Sept. 27, 1907.)

This order is similar to that signed by President McKinley on November 20, 1900, in regard to the Philippine service.

26 App. D. C., 128.) Thus the President is given wide power to supplement the statutory rules by others not specifically covered by the statute.

As was said by Attorney General Knox (23 Op. Atty. Gen., 595, 597, Dec. 2, 1901):

"Short of a purpose to break down this law or impose some arbitrary and unfair requirement which is inconsistent with the spirit of law in general (a supposition too absurd to be indulged), it is not too much to say that the determination of the contents of these rules rests almost wholly with the President himself." (Opinion Atty. Gen., of Mar. 24, 1916.)

First, for open, competitive examinations for testing the fitness of applicants for the public service now classified or to be classified hereunder. Such examinations shall be practical in their character, and so far as may be shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined to discharge the duties of the service into which they seek to be appointed. Competitive examinations.

Second, that all the offices, places, and employments so arranged or to be arranged in classes shall be filled by selections according to grade from among those graded highest as the results of such competitive examinations. Vacancies, how filled.

Third, appointments to the public service aforesaid in the departments at Washington shall be apportioned among the several States and Territories and the District of Columbia upon the basis of population as ascertained at the last preceding census. Every application for an examination shall contain, among other things, a statement, under oath, setting forth his or her actual bona fide residence at the time of making the application, as well as how long he or she has been resident of such place. Apportionment. Application for examination.

Fourth, that there shall be a period of probation before any absolute appointment or employment aforesaid. Probation.

Fifth, that no person in the public service is for that reason under any obligations to contribute to any political fund, or to render any political service, and that he will not be removed or otherwise prejudiced for refusing to do so. Political contributions and service.

Sixth, that no person in said service has any right to use his official authority or influence to coerce the political action of any person or body. Coercion.

Seventh, there shall be noncompetitive examinations in all proper cases before the commission, when competent persons do not compete, after notice has been given of the existence of the vacancy, under such rules as may be prescribed by the commissioners as to the manner of giving notice. Noncompetitive examinations.

Eighth, that notice shall be given in writing by the appointing power to said commission of the persons selected for appointment or employment from among those who have been examined, of the place of residence of such persons, of the rejection of any such persons after probation, of transfers, resignations, and removals, and of the date thereof, and a record of the same shall be kept by said commission. Notice of changes in service.

Exceptions to rules.

And any necessary exceptions from said eight fundamental provisions of the rules shall be set forth in connection with such rules, and the reasons therefor shall be stated in the annual reports of the commission.

Regulations for examinations.

Third. Said commission shall, subject to the rules that may be made by the President, make regulations for, and have control of, such examinations, and, through its members or the examiners, it shall supervise and preserve the records of the same; and said commission shall keep minutes of its own proceedings.

Minutes of proceedings.

Investigations.

Fourth. Said commission may make investigations concerning the facts, and may report upon all matters touching the enforcement and effects of said rules and regulations, and concerning the action of any examiner or board of examiners hereinafter provided for, and its own subordinates, and those in the public service, in respect to the execution of this act.

Annual report.

Fifth. Said commission shall make an annual report to the President for transmission to Congress, showing its own action, the rules and regulations, and the exceptions thereto in force, the practical effects thereof, and any suggestions it may approve for the more effectual accomplishment of the purposes of this act.

Chief examiner.

SEC. 3. That said commission is authorized to employ a chief examiner, a part of whose duty it shall be, under its direction, to act with the examining boards, so far as practicable, whether at Washington or elsewhere, and to secure accuracy, uniformity, and justice in all their proceedings, which shall be at all times open to him. The chief examiner shall be entitled to receive a salary at the rate of three thousand dollars a year, and he shall be paid his necessary traveling expenses incurred in the discharge

Secretary.

of his duty. The commission shall have a secretary, to be appointed by the President, who shall receive a salary of one thousand six hundred dollars per annum. It may,

Stenographer and messenger.

when necessary, employ a stenographer, and a messenger, who shall be paid, when employed, the former at the rate of one thousand six hundred dollars a year, and the latter at the rate of six hundred dollars a year. The commission shall, at Washington, and in one or more places in each State and Territory where examinations are to take

Boards of examiners.

place, designate and select a suitable number of persons, not less than three, in the official service of the United States, residing in said State or Territory, after consulting the head of the department or office in which such

persons serve, to be members of boards of examiners, and may at any time substitute any other person in said service living in such State or Territory in the place of any one so selected. Such boards of examiners shall be so located as to make it reasonably convenient and inexpensive for applicants to attend before them; and where there are persons to be examined in any State or Territory, examinations shall be held therein at least twice in each year. It shall be the duty of the collector, postmaster, and other officers of the United States, at any place outside of the District of Columbia where examinations are directed by the President or by said board to be held, to allow the reasonable use of the public buildings for holding such examinations and in all proper ways to facilitate the same.

Duties of
public officers.

"The [chief] examiner is an officer to be appointed by the President, with the advice and consent of the Senate." (Opinion, Atty. Gen., May 26, 1886, 18 Op., 411.)

Section 3 of the civil-service act of January 16, 1883 (22 Stat., 405), authorizes the detail of persons in the official service of the executive departments to be members of the boards of examiners in the Civil Service Commission, but does not authorize such detail for any other purpose or service. Opinion of December 22, 1904 (25 Op., 301), adhered to. (Opinion, Atty. Gen., Apr. 8, 1905, 25 Op., 879.)

Through subsequent legislation contained in the appropriation act the salary of the secretary is now \$2,500 a

year and that of the chief examiner \$3,500.

No detail of clerks or other employees from the executive departments or other Government establishments in Washington, District of Columbia, to the Civil Service Commission for the performance of duty in the District of Columbia shall be made for or during the fiscal year 1916. The Civil Service Commission shall, however, have power in case of emergency to transfer or detail any of its employees herein provided for to or from its office force, field force, or rural carrier examining board. (Act approved Mar. 4, 1915, 38 Stat., 1007.)

SEC. 4. That it shall be the duty of the Secretary of the Interior to cause suitable and convenient rooms and accommodations to be assigned or provided, and to be furnished, heated, and lighted, at the City of Washington for carrying on the work of said commission and said examinations, and to cause the necessary stationery and other articles to be supplied and the necessary printing to be done for said commission.

Accommodations, etc., for
commission.

SEC. 5. That any said commissioner, examiner, copyist, or messenger, or any person in the public service who shall willfully and corruptly, by himself or in co-operation with one or more other persons, defeat, deceive, or obstruct any person in respect of his or her right of examination according to any such rules or regulations, or who shall willfully, corruptly, and falsely mark, grade, estimate, or report upon the examination or proper stand-

Frauds.

ing of any person examined hereunder, or aid in so doing, or who shall willfully and corruptly make any false representations concerning the same or concerning the person examined, or who shall willfully and corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined or to be examined, being appointed, employed, or promoted, shall for each such offense be deemed guilty of a misdemeanor, and, upon conviction thereof, shall be punished by a fine of not less than one hundred dollars, nor more than one thousand dollars, or by imprisonment not less than ten days nor more than one year, or by both such fine and imprisonment.

**Customs
classification.**

SEC. 6. That within sixty days after the passage of this act it shall be the duty of the Secretary of the Treasury, in as near conformity as may be to the classification of certain clerks now existing under the one hundred and sixty-third section of the Revised Statutes, to arrange in classes the several clerks and persons employed by the collector, naval officer, surveyor, and appraisers, or either of them, or being in the public service, at their respective offices in each customs district where the whole number of said clerks and persons shall be altogether as many as fifty. And thereafter, from time to time, on the direction of the President, said Secretary shall make the like classification or arrangement of clerks and persons so employed in connection with any said office or offices in any other customs district. And, upon like request and for the purposes of this act, said Secretary shall arrange in one or more of said classes, or of existing classes, any other clerks, agents, or persons employed under his department in any said district not now classified; and every such arrangement and classification upon being made shall be reported to the President.

**Post-office
classification.**

Second. Within said sixty days it shall be the duty of the Postmaster General, in general conformity to said one hundred and sixty-third section, to separately arrange in classes the several clerks and persons employed, or in the public service, at each post office, or under any postmaster of the United States, where the whole number of said clerks and persons shall together amount to as many as fifty. And thereafter, from time to time, on the direction of the President, it shall be the duty of the

Postmaster General to arrange in like classes the clerks and persons so employed in the Postal Service in connection with any other post office; and every such arrangement and classification upon being made shall be reported to the President.

Third. That from time to time said Secretary, the Postmaster General, and each of the heads of departments mentioned in the one hundred and fifty-eighth section of the Revised Statutes, and each head of an office, shall, on the direction of the President, and for facilitating the execution of this act, respectively revise any then existing classification or arrangement of those in their respective departments and offices, and shall, for the purposes of the examination herein provided for, include in one or more of such classes, so far as practicable, subordinate places, clerks, and officers in the public service pertaining to their respective departments not before classified for examination.

SEC. 7. That after the expiration of six months from the passage of this act no officer or clerk shall be appointed, and no person shall be employed to enter or be promoted in either of the said classes now existing, or that may be arranged hereunder pursuant to said rules, until he has passed an examination, or is shown to be specially exempted from such examination in conformity herewith. But nothing herein contained shall be construed to take from those honorably discharged from the military or naval service any preference conferred by the seventeen hundred and fifty-fourth section of the Revised Statutes, nor to take from the President any authority not inconsistent with this act conferred by the seventeen hundred and fifty-third section of said statutes; nor shall any officer not in the executive branch of the Government, or any person merely employed as a laborer or workman, be required to be classified hereunder; nor, unless by direction of the Senate, shall any person who has been nominated for confirmation by the Senate be required to be classified or to pass an examination.

SEC. 8. That no person habitually using intoxicating beverages to excess shall be appointed to; or retained in, any office, appointment, or employment to which the provisions of this act are applicable.

SEC. 9. That whenever there are already two or more members of a family in the public service in the grades

Revision of
classifications.

Examination
required for
appointment
and promotion.

Preference to
war veterans
under sec.
1754, R. S.

Exclusions.

Intoxicating
beverages.

Members of
family.

covered by this act, no other member of such family shall be eligible to appointment to any of said grades.

Whether there are already two or more members of a family in the public service is not a question to be considered in determining the question of admission to examination, as the state of things existing at the time of examination may disappear before appointment; the disability is material only as regards appointment. (Op. Atty. Gen., June 12, 1883, 17 Op., 554.)

This section applies to the entire classified service, and where there are already two members of a family in one department, the appointment of a third member in another department is prohibited; the prohibition is not limited to offices or places in the same department, but extends to all offices or places in the public service which are classified. (Op. Atty. Gen., Dec. 9, 1884, 18 Op. 83.)

"The Civil Service Commission is authorized and required to withhold from certification the name of a person, two or more members of whose family are already in the public service under this act." (Op. Atty. Gen., May 25, 1907, 26 Op., 261.)

No restriction, on account of there being other members of the family in the service, will be placed upon the certification of a person who is already in the service and attains eligibility for certification. (Minute of commission, Nov. 24, 1914.)

"The family consists of those who live under the same roof with the paterfamilias—those who form * * * his fireside; but when they branch out and become heads of new establishments they cease to be part of the father's family." (Op. Atty. Gen., July 12, 1907, 26 Op., 303.)

Separation merely for the purpose of avoiding the family prohibition of the civil-service act would not be a genuine separation. (Minute of the commission, Feb. 17, 1914.)

Section 9 of the civil-service act also applies to reinstatements. (Minute of the commission, Dec. 9, 1908.)

Where a person has been certified, two or more members of whose family are already in the classified service, the Civil Service Commission may, at any time prior to appointment, correct the mistake in certification; but after an appointment has been made and has been accepted by the appointee, without any fraud on his part or concealment of material facts, and the matter involved is not jurisdictional, it is then too late for the commission to attempt to correct its certification.

"The provision in question declares that a person shall be ineligible for appointment to any of the grades covered by the act if there are already two or more members of his family in the public service in those grades; but it does not declare that the appointment of such a person shall be void and of no effect." (Op. Atty. Gen., June 5, 1913, 30 Op., 169.)

In view of the impracticability, on account of the manner in which the appointments are made, of fully applying to expected positions the provisions of section 9 of the civil-service act forbidding the appointment of more than two members of a family in the grades covered by the civil-service act, and in view of an opinion rendered by the Attorney General June 23, 1913, that section 6 of the act of August 24, 1912, requiring reasons to be stated in writing and an opportunity given for reply before removal from the "classified civil service," does not apply to excepted positions, the term "classified civil service" in such legislation being used in the more popular sense of competitive service, the commission hereby holds that appointments to excepted positions are not subject to the restrictions of said section 9 of the civil-service act. The contrary holding in minute 4 of November 26, 1910, and such part of minute 3 of March 28, 1913, as is inconsistent with the principle involved in this ruling, are hereby revoked. (Minute 2, June 15, 1914.)

This section applies to appointments under Schedule B of the civil-service rules. (Minute 5, May 6, 1915.)

Section 9 of the civil-service act, forbidding the appointment of more than two members of a family in the classified service, will hereafter be held not to apply to temporary employees, which heretofore have been held (minutes of July 9, 1909, and Mar. 25, 1912) by the commission as coming within the prohibition of the statute. (Minute of commission, Mar. 6, 1917.)

In an opinion of July 30, 1913, the Attorney General held that the appointment in the War Department of Miss Sophie B. Goldman was illegal, as there were at the time of her appointment two members of her family in the classified service, one of whom entered the service subsequent to her examination.

It was also held that the removal of residence after appointment for the purpose of evading the disability im-

posed by section 9 did not seem adequate, nor fairly within the ruling of the Attorney General in his decision of July 12, 1909 (26 Op., 303), that a bona fide removal from the family rooftop and the setting up of a separate establishment excludes the person so removing from the family within the meaning of the statute so as to make a subsequent appointment valid.

In view of conditions existing in Washington, D. C., due to the influenza epidemic and the inadequate housing

facilities, the Civil Service Commission is authorized as a war measure to certify to the executive departments and independent establishments in the District of Columbia for probational (or permanent) appointment the names of persons who, by reason of having two or more members of their family in the service, would otherwise be barred from consideration for such appointment. (Executive order, Oct. 28, 1918.)

SEC. 10. That no recommendation of any person who shall apply for office or place under the provisions of this act which may be given by any Senator or Member of the House of Representatives, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any examination or appointment under this act. Recommendation by Members of Congress.

SEC. 11. That no Senator, or Representative, or Territorial Delegate of the Congress, or Senator, Representative, or Delegate elect, or any officer or employee of either of said Houses, and no executive, judicial, military, or naval officer of the United States, and no clerk or employee of any department, branch, or bureau of the executive, judicial, or military, or naval service of the United States, shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution for any political purpose whatever, from any officer, clerk, or employee of the United States, or any department, branch, or bureau thereof, or from any person receiving any salary or compensation from moneys derived from the Treasury of the United States. Political assessments and contributions.

Sections 11 to 15, inclusive, of the civil service act are reenacted in sections 118 to 122 of the Criminal Code (35 Stat., 1110); see p. 86.

SEC. 12. That no person shall, in any room or building occupied in the discharge of official duties by any officer or employee of the United States mentioned in this act, or in any navy yard, fort, or arsenal, solicit in any manner whatever, or receive any contribution of money or any other thing of value for any political purpose whatever. Solicitation.

This section is now embodied in section 1110, in effect January 1, 1910.

SEC. 13. No officer or employee of the United States mentioned in this act shall discharge, or promote, or demote, or in any manner change the official rank or compensation. Change of rank or compensation.

pensation of any other officer or employee, or promise or threaten so to do, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose.

This section is now embodied in section 1110), in effect January 1, 1910.
 tion 120, Criminal Code (35 Stat.,

Gifts for political objects.

SEC. 14. That no officer, clerk, or other person in the service of the United States shall, directly or indirectly, give or hand over to any other officer, clerk, or person in the service of the United States, or to any Senator or Member of the House of Representatives, or Territorial Delegate, any money or other valuable thing on account of or to be applied to the promotion of any political object whatever.

This section is now embodied in section 1110), in effect January 1, 1910.
 tion 121, Criminal Code (35 Stat.,

Penalty.

SEC. 15. That any person who shall be guilty of violating any provision of the four foregoing sections shall be deemed guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine not exceeding five thousand dollars, or by imprisonment for a term not exceeding three years, or by such fine and imprisonment both, in the discretion of the court.

This section is now embodied in section 1152), provides that all offenses which may be punished by death or imprisonment for a term exceeding one year shall be deemed felonies.
 tion 122, Criminal Code (35 Stat.,
 1110), in effect January 1, 1910.
 Section 335, Criminal Code (35 Stat.,

Approved, January 16, 1883.

ADMINISTERING OATHS.

Members of the Civil Service Commission and its duly authorized representatives are hereafter authorized to administer oaths to witnesses in any matter depending before the Civil Service Commission. (37 Stat. L., 372, act of Aug. 23, 1912.) Authority.

STATUTES AFFECTING LEAVE OF ABSENCE AND HOURS OF LABOR.

Hours of labor in executive departments.

SEC. 7. * * * Hereafter it shall be the duty of the heads of the several executive departments, in the interest of the public service, to require of all clerks and other employees, of whatever grade or class, in their respective departments, not less than seven hours of labor each day, except Sundays and days provided public holidays by law or Executive order: *Provided*, That the heads of the departments may, by special order, stating the reason, further extend the hours of any clerk or employee in their departments, respectively; but in case of an extension it

Annual leave. shall be without additional compensation: *Provided further*, That the head of any department may grant thirty days' annual leave with pay in any one year to each clerk

Extensions for illness, etc.

or employee: *And provided further*, That where some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee, or where his or her presence in the department would jeopardize the health of fellow clerks, and in exceptional and meritorious cases, where a clerk or employee is personally ill, and where to

Limit with pay.

limit the annual leave to thirty days in any one calendar year would work peculiar hardship, it may be extended in the discretion of the head of the department, with pay, not exceeding thirty days in any one case or in any one calendar year.

Pay to stop after granted leave.

This section shall not be construed to mean that so long as a clerk or employee is borne upon the rolls of the department in excess of the time herein provided for or granted that he or she shall be entitled to pay during the period of such excessive absence, but that the pay shall stop upon the expiration of the granted leave. (30 Stat., 316, Mar. 15, 1898.)

"The act of March 15, 1898 (30 Stat., 316), and the acts amendatory thereof governing the subject of leaves of absence in the executive departments, do not entitle employees to leaves of absence as a matter of right,

but simply authorize the heads of departments, in their discretion, to grant leaves of absence with pay within the limits therein fixed. In the exercise of their discretion the heads of departments may make the granting of leaves

of absence dependent upon good conduct or faithful service, or, under proper conditions, may refuse to grant any leaves, and, of course, they make the matter of granting leaves the subject of general regulations. Such regulations, when duly promulgated, and not in conflict with the law on the subject, are binding on all employees concerned, who are chargeable with the knowledge of the existence of such regulations." (XXII Dec. of Comp. of Treas., 103; decision of Aug. 23, 1915.)

It is hereby ordered that from June 15 to September 15 of each year until further notice, four hours, exclusive of time for luncheon, shall constitute a day's work on Saturdays for all clerks

and other employees of the Federal Government, wherever employed; and all Executive or other orders in conflict herewith, except the Executive order of April 4, 1908, relating to certain naval stations, are hereby revoked.

Provided, however, that this order shall not apply to any bureau or office of the Government, or to any of the clerks or other employees thereof, that may for special public reasons be excepted therefrom by the head of the department having supervision or control of such bureau or office, or where the same would be inconsistent with the provisions of existing law. (Executive order of June 9, 1914.)

SEC. 49. That all officers and employees of the United States and of the District of Columbia who are members of the National Guard [of the District of Columbia] shall be entitled to leave of absence from their respective duties, without loss of pay or time, on all days of any parade or encampment ordered or authorized under the provisions of this act. (25 Stat., 772, Mar. 1, 1889.)

That section 49 of "An act to provide for the organization of the Militia of the District of Columbia," approved March 1, 1889, shall be construed as covering all days of service which the National Guard, or any portion thereof, may be ordered to perform by the commanding general. (32 Stat., 615, July 1, 1902.)

SEC. 80. All officers and employees of the United States and of the District of Columbia who shall be members of the National Guard shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of this act. (39 Stat., 203, act of June 3, 1916.)

* * * *Provided further,* That all officers and employees of the United States or of the District of Columbia who shall be members of the Officers' Reserve Corps shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be ordered to duty with troops or at field exercises, or for instruction, for periods not to exceed fifteen days in any one calendar year. (Army appropriation act, approved May 12, 1917.)

Leave of members of National Guard of the District of Columbia.

Service by Government employees in the National Guard.

Leave of members of the National Guard.

Leave of members of Officers' Reserve Corps.

Hours of la-
bor.
Limit to eight
hours for la-
borers and me-
chanics on Gov-
ernment work.

SECTION 1. That the service and employment of all laborers and mechanics who are now or may hereafter be employed by the Government of the United States, by the District of Columbia, or by any contractor or subcontractor upon any of the public works of the United States or of the District of Columbia, is hereby limited and restricted to eight hours in any one calendar day, and it shall be unlawful for any officer of the United States Government or of the District of Columbia or any such contractor or subcontractor whose duty it shall be to employ, direct, or control services of such laborers or mechanics to require or permit any such laborer or mechanic to work more than eight hours in any calendar day except in case of extraordinary emergency.

In a recent case in the district of Massachusetts Judge Dodge defined the phrase "in case of extraordinary emergency" as follows: "An extraordinary emergency, such as is contemplated by the act, is the sudden, unexpected happening of something not of the usual, customary, or regular kind, demanding prompt action to avert imminent danger to life, limb, health, or property. The possibility of danger is not enough.

The peril must be certain, unusual, imminent, and actual in order to constitute an extraordinary emergency such as the statute contemplates." Judge Dodge also ruled that probable pecuniary loss to the contractor, unless due to an extraordinary emergency, as defined above, is only an ordinary business risk. (Circular letter, Oct. 31, 1906, from Attorney General to United States attorneys.)

Penalty for
violation by of-
ficer or con-
tractor.

SEC. 2. That any officer or agent of the Government of the United States or of the District of Columbia, or any contractor or subcontractor whose duty it shall be to employ, direct, or control any laborer or mechanic employed upon any of the public works of the United States or of the District of Columbia who shall intentionally violate any provision of this act, shall be deemed guilty of a misdemeanor, and for each and every such offense shall upon conviction be punished by a fine not to exceed one thousand dollars or by imprisonment for not more than six months, or by both such fine and imprisonment, in the discretion of the court having jurisdiction thereof. (27 Stat., 340, Aug. 1, 1892.)

STATUTES AFFECTING THE CLASSIFIED SERVICE.¹

DIRECTORY STATUTES.²

SEC. 1753. The President is authorized to prescribe such regulations for the admission of persons into the civil service of the United States as may best promote the efficiency thereof, and ascertain the fitness of each candidate in respect to age, health, character, knowledge, and ability for the branch of service into which he seeks to enter; and for this purpose he may employ suitable persons to conduct such inquiries, and may prescribe their duties, and establish regulations for the conduct of persons who may receive appointments in the civil service. (R. S., act of Mar. 3, 1871.)

President's authority to prescribe regulations concerning appointment.

SEC. 161. The head of each department is authorized to prescribe regulations not inconsistent with law, for the government of his department; the conduct of its officers and clerks, the distribution and performance of its business, and the custody, use, and preservation of the records, papers, and property appertaining to it. (R. S., act of Aug. 15, 1876.)

Departmental regulations.

"The regulation of a department of the Government is not, of course, to control the construction of an act of Congress when its meaning is plain, but when there has been a long acquiescence in a regulation, and by it rights of parties for many years have been determined and adjusted, it is

not to be disregarded without the most cogent and persuasive reasons." (Robertson v. Downing, May 14, 1888, 127 U. S., 613.)

(Upon this general subject see also Opinions of Attorneys General: 10 Op., 469; 11 Op., 109; 15 Op., 94; 22 Op., 167; and 22 Op., 266.)³

SEC. 165. Women may, in the discretion of the head of any department, be appointed to any of the clerkships therein authorized by law, upon the same requisites and conditions, and with the same compensation, as are prescribed for men. (R. S., act of July 12, 1870.)

Clerkships open to women.

¹ For statutes permitting appointments without reference to the civil-service act, see p. 92.

² These statutes either authorize or direct certain ways of conducting the public business which falls within the purview of the civil-service act and rules, and depend upon administrative discipline for their enforcement.

³ The general subject of the legal force of regulations is treated at length in "Remarks on the Army Regulations and Executive Regulations in General," by G. Norman Lieber, Judge Advocate General, United States Army (1898).

"No married woman will be appointed to a classified position in the Postal Service, or will any woman occupying a classified position in the Postal Service be reappointed to such position when she shall marry, provided that these prohibitions shall not affect the appointment or reappointment of postmasters at fourth-class offices." (Sec. 157, Postal Laws and Regulations, Edition of 1913.)

All married women, regardless of whether they are living separate from their husbands and supporting them-

selves, or whether their husbands, through incapacity, are dependent upon them for support, are excluded from examinations for the Post Office Service. (Minute of commission, June 1, 1915.) This prohibition does not apply to divorced women.

The wife of a soldier or sailor serving in the present war shall not be disqualified for any position or appointment under the Government because she is a married woman. (Sec. 6, selective-draft act, approved Aug. 31, 1918.)

Preference in
reduction of
force.

That in making any reduction of force in any of the executive departments, the head of such department shall retain those persons who may be equally qualified who have been honorably discharged from the military or naval service of the United States, and the widows and orphans of deceased soldiers and sailors. (19 Stat. L., 169, act of Aug. 15, 1876.)

SEC. 166. Each head of a department may from time to time alter the distribution among the various bureaus and offices of his department of the clerks allowed by law as he may find it necessary and proper to do. (R. S., act of Mar. 3, 1853.)

"* * * The matter of qualification as between the persons then employed in the service was an administrative function which the courts could neither supervise nor inquire into after the exercise of the discretion of the proper official in dispensing with the

services of those adjudged to be least qualified under the law which required a reduction in the force." (*Medkirk v. U. S.*, 44 Ct. Cls., 469; affirmed 45 Ct. Cls., 395; *Keim v. U. S.*, 177 U. S., 290.)

War veteran
preference in
appointments
to civil offices.

SEC. 1754. Persons honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty shall be preferred for appointments to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. (R. S., act of Mar. 3, 1865.)

The joint resolution of March 3, 1865 (sec. 1754, R. S.), considered in connection with the act of March 3, 1871, chapter 114 (sec. 1753, R. S.), is construed to mean that honorably discharged soldiers and sailors are not exempt from liability to examination for admission into the civil service, but that they are entitled to a preference for appointment as against other persons of equal qualifications for the place. (Opinion Atty. Gen., Aug. 13, 1881, 17 Op., 194.)

Preference under 1754, Revised Statutes, is not subject to the law of apportionment and extends over all others on the eligible list irrespective of their ratings. (Opinion Atty. Gen., May 12, 1910, 28 Op., 298.)

"These sections (1754 R. S. and 19 Stat., 169, sec. 3) do not contemplate the retention in office of a clerk, who is inefficient, nor attempt to transfer the power of determining the question of efficiency from the heads of departments to the courts. * * * The

preference, and it is only a preference, is to be exercised as between those 'equally qualified,' and this petitioner was discharged because of inefficiency." (Kelm v. U. S., 1900, 177 U. S., 290.)

Preference under this section applies only to original entrance to the service and not to promotion. (Minute of commission, Apr. 18, 1896.)

In the assignment or transfer of clerks from the Railway Mail Service, however, preference shall be given to the persons honorably discharged from the military or naval service who served in the Civil War and who are now serving as clerks on the railway mail cars in order that they may be transferred to clerical service in the department or in the post offices and relieved from service on said cars as rapidly as practicable, provided they are found to possess the business capacity necessary for the proper discharge of the duties of the offices to which they may be transferred. (33 Stat. L., 1088, act of Mar. 3, 1905.)

Assignments and transfers of railway mail clerks. Post office.

* * * That hereafter every application for examination before the Civil Service Commission for appointment in the departmental service in the District of Columbia shall be accompanied by a certificate of an officer, with his official seal attached, of the county and State of which the applicant claims to be a citizen, that such applicant was, at the time of making such application, an actual and bona fide resident of said county, and had been such resident for a period of not less than six months next preceding.

County residence.

But this provision shall not apply to persons who may be in the service and seek promotion or appointment in other branches of the Government. * * * (26 Stat. L., 235, act of July 11, 1890.)

* * * Hereafter all examinations of applicants for positions in the Government service, from any State or Territory, shall be had in the State or Territory in which such applicants resides, and no person shall be eligible for such examination or appointment unless he or she shall have been actually domiciled in such State or Territory for at least one year previous to such examination. (36 Stat. L., 1, act of July 2, 1909.) See act approved March 27, 1918, on page 20.

Residence and domicile.

In so-called "nonassembled" examinations held by the Civil Service Commission it has required competitors to show that they have been actually domiciled in the State or Territory in which they reside for at least one year previous to the examination, and

where a competitor is temporarily absent from his State at the time of filing his application he is not required to return to such State for the purpose either of filling out his application and making oath to it or of furnishing the other data and information required

in connection with his examination. These examinations are not "had" at any particular place, and Congress in enacting this statute seems to have had in mind the examinations referred to in section 3 of the civil-service act, held by local boards of examiners "so located as to make it reasonably convenient and inexpensive for applicants to attend before them." "In view of the practical construction which has been placed upon the statute for some years by the body charged with its administration, I do not feel warranted in holding such construction incorrect." (Opinion of Atty. Gen., July 22, 1913, 30 Op., 194.)

The residence and domicile restrictions contained in the first proviso of section 7 of the census act approved July 2, 1909, apply only to the examinations for the apportioned service of the Government at Washington.

The provision in that section with regard to applicants being "actually domiciled" in the State or Territory where the examination is taken means that he must not only show that he resides in the State or Territory where he applies for examination, but that for at least one year previous to his examination he has been actually domiciled there; that is, he shall, for that period, have had his permanent home within such State or Territory, a home adopted at least one year previous to his examination with the intention of making it his permanent abode, which intention shall not have been departed from during the period.

It is impossible to determine in advance the conclusions to be drawn by

the application of these rules to all varying facts that may be presented in different cases arising under these statutes. As was said by Attorney General Miller, "A general rule applicable to all cases can not be formulated." Again, as stated by Attorney General Miller in the opinion cited by Mr. Olney (20 Op., 649), the question of domicile as well as of residence involves a mixed question of law and fact to be determined in each case upon its own peculiar facts. (Opinions, Atty. Gen., Aug. 18 and Nov. 15, 1909, 27 Op., 546; 28 Op., 78.)

The Attorney General also held, June 17, 1910 (28 Op., 348), that this proviso has no application to those already in an apportioned service.

"The restrictions of the act (sec. 7) as to one year domicile and examination within the State of legal residence do not apply to examinations for promotion or transfer. The act does apply in cases of reinstatement where examination is necessary." (Minute of commission, July 10, 1909.)

Residence, married women.—The legal residence of a married woman is the same as that of her husband, and so remains until she is separated from him by an absolute or limited divorce. A married woman living apart or divorced from her husband may, if she so desires, for the purpose of filing an application for examination, claim a legal residence other than his, but she must furnish a sworn statement of the facts upon which she based her claim to a separate legal residence. (Minute of commission, May 23, 1907.)

Requirement
of examination
within State
of residence
waived.

That the act of July second, nineteen hundred and nine (Thirty-sixth Statutes at Large, Numbered One), is hereby amended so as to permit the United States Civil Service Commission, during the period of the present war, to hold examinations of applicants for positions in the Government service in the District of Columbia, and to permit applicants from the several States and Territories of the United States to take said examinations in the said District of Columbia and elsewhere in the United States where examinations are usually held. Said examinations shall be permitted in addition to those required to be held by said act of July second, nineteen hundred and nine (Thirty-sixth Statutes at Large, Numbered One): *Provided*, That nothing herein shall be so construed as to abridge the existing law of apportionment or change the requirements of existing law as to

legal residence and domicile of such applicants. (Pub. Res. No. 24, 65th Cong., approved Mar. 27, 1918.)

SEC. 8. After June thirtieth, nineteen hundred and twelve, postmasters, assistant postmasters, collectors of customs, collectors of internal revenue, chief clerks of the various executive departments and bureaus, or clerks designated by them for the purpose, the superintendent, the acting superintendent, custodian, and principal clerks of the various national parks and other Government reservations, superintendent, acting superintendents, and principal clerks of the different Indian superintendencies or Indian agencies, and chiefs of field parties, are required, empowered, and authorized, when requested, to administer oaths, required by law or otherwise, to accounts for travel or other expenses against the United States, with like force and effect as officers having a seal; for such services when so rendered, or when rendered on demand after said date by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; and on and after July first, nineteen hundred and twelve, no fee or money paid for the services herein described shall be paid or reimbursed by the United States. (37 Stat. L., 487, act of Aug. 24, 1912.)

SEC. 1. Apprentices in the Bureau of Standards may be promoted after satisfactory apprenticeship, with the approval of the Civil Service Commission, to positions corresponding to the journeyman grades for which their duties logically prepare them without regard to apportionment: *Provided*, That they thus acquire no rights to transfer to other lines of work. (38 Stat., 302, act of July 16, 1914.)

In an opinion of August 21, 1915, the Attorney General held that the term "apprentice" in the above section includes the position of office apprentice as well as laboratory and shop apprentice.

That the Postmaster General shall not approve or continue any rule or regulation which terminates the employment of any employee by reason of absence on account of illness for a period of less than one year. (39 Stat., 413, act of July 28, 1916.)

Employees, including substitute employees, of the Postal Service who have entered the military or naval service of the United States or who shall hereafter enter it during the existence of the present war shall, when honorably discharged from such service, be reassigned to their duties in the Postal Service at the salary to

Who may execute oaths to expense vouchers.

Promotion of apprentices, Bureau of Standards.

Reemployment after military service.

which they would have been automatically promoted had they remained in the Postal Service, provided they are physically and mentally qualified to perform the duties of such positions. (Sec. 9, Post Office appropriation act, approved July 2, 1918.)

No distinction
in salary of
letter carriers
due to assign-
ment.

* * * That hereafter there shall be no distinction in salary made between letter carriers assigned to collection duty and letter carriers assigned to delivery duty: *And provided further*, That letter carriers whose salaries have been reduced as the result of any order of the Post Office Department, making the maximum salary \$1,000 to be paid letter carriers assigned to collection duty, shall be restored to their former grades. (39 Stat., 417, act of July 28, 1916.)

Preference in
appointment of
rural carriers.

* * * That in making appointments of rural carriers for service on new routes, which may be created by the reorganization herein ordered, preference shall be given to carriers who were formerly employed in rural-delivery service and who were separated therefrom on or after June thirtieth, nineteen hundred and fifteen, by reason of any previous reorganization of the service and without charges against them. (39 Stat., 423, act of July 28, 1916.)

Restoration
to former posi-
tion of enlist-
ed men.

* * * That all officers and enlisted men of the National Guard and of the Medical Reserve Corps of the Army who are Government employees and who respond to the call of the President for service shall, at the expiration of the military service to which they are called, be restored to the positions occupied by them at the time of the call. (39 Stat., 624, act of Aug. 29, 1916.)

PROHIBITORY STATUTES.

Prohibition
of voluntary
service except
in emergencies.

* * * Hereafter no department or officer of the United States shall accept voluntary service for the Government or employ personal service in excess of that authorized by law except in cases of sudden emergency involving the loss of human life or the destruction of property. (23 Stat. L., 17, act of May 1, 1884; sec. 3679, R. S.)

Glavey v. U.
S., Mar. 17,
1900, 35
Ct. Cls., 242.

"Any bargain whereby, in advance of his appointment to an office with a salary fixed by legislative authority, the appointee attempts to agree with the individual making the appointment that he will waive all salary or accept something less than the statutory sum, is contrary to public policy and should not be tolerated by the courts." (Miller v. U. S., 1900, C. C. S. D. N. Y.; 103 Fed., 415.)

The words "voluntary service," as employed in the above-mentioned act, were not intended to cover services rendered in an official capacity under regular appointment to an office otherwise permitted by law to be nonsalaried. (Opinion Atty. Gen., 30 Op., 51.)

"SEC. 7. No part of any money contained herein or hereafter appropriated in lump sum shall be available for the payment of personal services at a rate of compensation in excess of that paid for the same or similar services during the preceding fiscal year; nor shall any person employed at a specific salary be hereafter transferred and hereafter paid from a lump-sum appropriation a rate of compensation greater than such specific salary, and the heads of departments shall cause this provision to be enforced: *Provided*, That this section shall not apply to mechanics, artisans, their helpers and assistants, laborers, or any other employees whose duties are of similar character and required in carrying on the various manufacturing or constructing operations of the Government." (37 Stat., 626, act of Aug. 26, 1912, as amended by 37 Stat. L., 790, act of Mar. 4, 1913.)

Lump-sum appropriations must not be used to increase salaries except as specified.

Volume XIX, Decisions of the Comptroller of the Treasury, contains numerous decisions relating to the appli-

cation of this statute and its predecessor.

Hereafter section seven * * * and any amendments thereto shall not apply to the payment, out of moneys appropriated or which may be hereafter appropriated in lump sum for the Department of Agriculture, for personal services of employees engaged in strictly scientific or technical work: *Provided*, That nothing contained herein shall be construed to authorize the transfer of any person employed at a specific salary and the payment of compensation from lump-sum appropriations at a rate greater than said specific salary. And hereafter every officer or employee of the Department of Agriculture whose rate of compensation is specified herein shall receive compensation at the rate so specified. (37 Stat. L., 854, act of Mar. 4, 1913.)

* * * The establishment of a civil pension roll or an honorable service roll, and the exemption of any of the officers, clerks, or persons in the public service from the existing laws respecting employment in such service is hereby prohibited. * * * (30 Stat. L., 390, act of Feb. 24, 1899.)

No civil pension roll.

* * * No money appropriated by this or any other act shall be used for the compensation of any publicity expert unless specifically appropriated for that purpose. (38 Stat., 212, act of Oct. 22, 1913.)

No employ-
ment permitted
except upon
specific appro-
priation.

SEC. 4. That no civil officer, clerk, draftsman, copyist, messenger, assistant messenger, mechanic, watchman, laborer, or other employee shall * * * be employed in any of the executive departments or subordinate bureaus or offices thereof at the seat of government, except only at such rates and in such numbers, respectively, as may be specifically appropriated for by Congress for such clerical and other personal services for each fiscal year; and no civil officer, clerk, draftsman, copyist, messenger, assistant messenger, mechanic, watchman, laborer, or other employee shall hereafter be employed at the seat of government in any executive department or subordinate bureau or office thereof or be paid from any appropriation made for contingent expenses, or for any specific or general purpose, unless such employment is authorized and payment therefor specifically provided in the law granting the appropriation, and then only for services actually rendered in connection with and for the purposes of the appropriation from which payment is made, and at the rate of compensation usual and proper for such services. * * *

And after the first day of October next section 172 of the Revised Statutes, and all other laws and parts of laws inconsistent with the provisions of this act, and all laws and parts of laws authorizing the employment of officers, clerks, draftsmen, copyists, messengers, assistant messengers, mechanics, watchmen, laborers, or other employees at a different rate of pay or in excess of the numbers authorized by appropriations made by Congress be, and they are hereby, repealed. * * *

And thereafter all moneys accruing from lapsed salaries, or from unused appropriations for salaries, shall be covered into the Treasury * * *. (22 Stat. L., 255, act of Aug. 5, 1882.)

Penalty for
violation of
sec. 4.

SEC. 5. That any person violating section four of the legislative, executive, and judicial appropriation act approved August fifth, eighteen hundred and eighty-two (Statutes at Large, volume twenty-two, page two hundred and fifty-five), shall be summarily removed from office, and may also upon conviction thereof be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year. (37 Stat. L., 414, act of Aug. 23, 1912.)

Holding of
two offices.

SEC. 6. That unless otherwise specially authorized by law, no money appropriated by this or any other act

shall be available for payment to any person receiving more than one salary when the combined amount of said salaries exceeds the sum of \$2,000 per annum, but this shall not apply to retired officers of the Army, Navy, or Marine Corps whenever they may be appointed or elected to public office, or whenever the President shall appoint them to office by and with the advice and consent of the Senate, or to officers and enlisted men of the Organized Militia and Naval Militia in the several States, Territories, and the District of Columbia. (39 Stat., 120, act of May 10, 1916.)

"That unless otherwise specially authorized by law, no money appropriated by this or any other act shall be available for payment to any person receiving more than one salary when the combined amount of said salaries exceeds the sum of \$2,000 per annum, but this shall not apply to retired officers or enlisted men of the Army, Navy, Marine Corps, or Coast Guard; or to officers and enlisted men of the Organized Militia and Naval Militia in the several States, Territories, and the District of Columbia: *Provided*, That no such retired officer, officer, or enlisted man shall be denied or deprived of any of his pay, salary, or compensation as such, or of any other salary or compensation for services heretofore rendered, by reason of any decision or construction of said section 6." (39 Stat., 582, act of Aug. 29, 1916.)

SEC. 1764. No allowance or compensation shall be made to any officer or clerk by reason of the discharge of duties which belong to any other officer or clerk in the same or any other department; and no allowance or compensation shall be made for any extra services whatever, which any officer or clerk may be required to perform, unless expressly authorized by law. (R. S., act of Aug. 26, 1842.)

No compensation for extra services. *Stansbury v. U. S.*, Dec., 1868, 8 Wall. 33.

SEC. 1765. No officer in any branch of the public service, or any other person whose salary, pay, or emoluments are fixed by law or regulations, shall receive any additional pay, extra allowance, or compensation, in any form whatever, for the disbursement of public money, or for any other service or duty whatever, unless the same is authorized by law, and the appropriation therefor explicitly states that it is for such additional pay, extra allowance, or compensation.

No additional pay unless authorized by law.

Taking these sections (1763,¹ 1764, 1765, R. S.), the purpose of this legislation was to prevent a person holding an office or appointment for which the

¹ Sec. 1763 was superseded by sec. 6, act of May 10, 1916 (39 Stat., 120), appearing on p. 24. See also act of Aug. 29, 1916 (39 Stat., 582), immediately preceding sec. 1764.

law provides a definite compensation by way of salary or otherwise, which is intended to cover all the services which, as such officer, he may be called upon to render, from receiving extra compensation, additional allowances, or pay for other services which may be required of him, either by act of Congress or by order of the head of his department, or in any other mode, added to or connected with the regular duties of the place which he holds; but that they have no application to the case of two distinct offices, places, or employments, each of which has its own duties and its own compensation, which offices may both be held by one person at the same time. (*U. S. v. Saunders*, 1887, 120 U. S., 129; *Crosthwaite v. U. S.*, 1895, 30 Ct. Cls., 300.)

Otherwise when offices are incompatible. (*Radeau v. U. S.*, 1889, 130 U. S., 439; *Winchell v. U. S.*, 1892, 28 Ct. Cls., 25, 30.)

When a statute increases the duties of an officer by the addition of other

duties germane to the office, he must perform them without extra compensation, but if he is employed to render services in an independent employment, not incidental to his official duties, he may recover for such services. (*U. S. v. King*, 147 U. S., 676. See also *Evans v. U. S.*, 44 Ct. Cls., 549; affirmed, 45 Ct. Cls., 169.)

It is impossible to misunderstand this language for the purpose and intent of the enactment. It cuts up by the roots these claims by public officers for extra compensation on the ground of extra services. There is no discretion left in any officer or tribunal to make the allowance unless it is authorized by some law of Congress. The prohibition is general and applies to all public officers or quasi-public officers who have a fixed compensation. (*Hoyt v. U. S.*, 10 How., 109. See also *Pack v. U. S.*, 41 Ct. Cls., 423; *Woodwell v. U. S.*, 214 U. S., 82.)

SEC. 12. That it shall not be lawful hereafter to pay to any person, employed in the service of the United States under any general or lump-sum appropriation, any sum additional to the regular compensation received for or attached to any employment held prior to an appointment or designation as acting for or instead of an occupant of any other office or employment. This provision shall not be construed as prohibiting regular and permanent appointments by promotion from lower to higher grades of employments. (38 Stat., 680, act of Aug. 1, 1914.)

No additional salary except from State, county, or municipality.

Provided, That on and after July first, nineteen hundred and nineteen, no Government official or employee shall receive any salary in connection with his services as such an official or employee from any source other than the Government of the United States, except as may be contributed out of the treasury of any State, county, or municipality, and no person, association, or corporation shall make any contribution to, or in any way supplement the salary of, any Government official or employee for the services performed by him for the Government of the United States. Any person violating any of the terms of this proviso shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than \$1,000 or imprisonment for not less than six months, or by both such fine and imprison-

ment as the court may determine. (Legislative, executive, and judicial appropriation act approved Mar. 3, 1917.)

Sec. 6. That no person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing, and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same: *Provided, however,* That membership in any society, association, club, or other form of organization of postal employees not affiliated with any outside organization imposing an obligation or duty upon them to engage in any strike, or proposing to assist them in any strike, against the United States, having for its objects, among other things, improvements in the condition of labor of its members, including hours of labor and compensation therefor and leave of absence, by any person or groups of persons in said Postal Service, or the presenting by any such person or groups of persons of any grievance or grievances to the Congress or any Member thereof shall not constitute or be cause for reduction in rank or compensation or removal of such person or groups of persons from said service. The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or Member thereof, shall not be denied or interfered with. (37 Stat. L., 555, act of Aug. 24, 1912.)

Removal.

Organizations
of employees.Right of peti-
tion.
Furnishing
information to
Congress.

It shall not be lawful hereafter for any clerk or other employee in the classified service in any of the executive

Three-year
provision in
transfers.

departments to be transferred from one department to another department until such clerk or other employee shall have served for a term of three years in the department from which he desires to be transferred. (34 Stat. L., 449, act of June 22, 1906.)

The term "department," as used in laws relating to the civil service, is distinguished from "office," "bureau," and "branch," and, therefore, transfers between an independent office and a department or another independent office are not restricted by the act. It applies, however, to the "field force" of a department—that is, its classified employees under its immediate control, as inspectors, examiners, and agents, although employed usually or invariably away from the seat of government. (Opinion Atty. Gen., Mar. 29, 1907, 26 Op., 209.)

Under date of September 23, 1907, the President, by Executive order amended the rules so as to extend the three-year requirement in transfers to those branches of the service not covered by the act, but with the provision that the commission may waive such requirement when it deems such action necessary in the interests of the service in transfers other than from one executive department to another. (See Rule X, sec. 8, cl. a, and sec. 6, act of Oct. 6, 1917.)

Three-year transfer provision applied to independent establishments.

SEC. 6. That section five of the act of June twenty-second, nineteen hundred and six, prohibiting the transfer of employees from one executive department to another, shall apply with equal force and effect to the transfer of employees from executive departments to independent establishments and vice versa and to the transfer of employees from one independent establishment to another: *Provided*, That the United States Shipping Board Emergency Fleet Corporation shall be considered a Government establishment for the purposes of this section.

Employment in another department or office at increased compensation forbidden.

SEC. 7. That no civil employee in any of the executive departments or other Government establishments, or who has been employed therein within the period of one year next preceding his proposed employment in any other executive department or other Government establishment, shall be employed hereafter and paid from a lump-sum appropriation in any other executive department or other Government establishment at an increased rate of compensation. And no civil employee in any of the executive departments or other Government establishments or who has been employed therein within the period of one year next preceding his proposed employment in any other executive department or other Government establishment and who may be employed in another executive department or other Government establishment shall be granted an increase in compensation within the period of one year following such reemployment: *Provided*, That the United States Shipping Board Emergency Fleet Cor-

poration shall be considered a Government establishment for the purposes of this section: *Provided further*, That this section shall not be construed to repeal section five of the act of June twenty-second, nineteen hundred and six, which prohibits the transfer of employees from one department to another. (Urgent deficiency appropriation act, approved Oct. 6, 1917.)

In a decision of October 27, 1917, addressed to the commission, the Comptroller of the Treasury held that the prohibition in section 7 of the act of October 6, 1917, is upon employment under lump-sum appropriations in the executive departments and other Government establishments at a compensation higher than that at which the person was employed within the previous year in another executive department or Government establishment.

It was further stated that although the language of the section is broad it is not believed necessary in arriving at the intention of Congress to hold to its literal meaning and to say that everyone is included; that certainly it was not the intention that a person temporarily serving gratuitously for a compensation of one dollar a year could not be appointed upon certification by the Civil Service Commission after passing the usual examination, to a position in a department at the usual compensation for such positions; nor was it believed that it was the intention that the Government should be deprived of the services of a person regularly certified for appointment merely because such person, at some time within a year, had served in a position temporarily at a small salary. The Comptroller, therefore, held that the law does not preclude one serving under temporary appointment from receiving an original permanent appointment under a lump-sum appropriation at an increased compensation, eligibility for such appointment having been determined in the regular manner through civil service examination. With reference to the question whether a person serving under probational or absolute appointment in a department or Government establishment may be appointed in another department or Government establishment at an increased compensation from a lump-sum appropriation through examination and certification under the civil serv-

ice rules, the Comptroller held that the employee is not precluded from taking the position but merely from getting the higher compensation.

In a decision of October 27, 1917, addressed to the Secretary of War, the Comptroller of the Treasury held that the provisions of the act of October 6, 1917, quoted in the foregoing, apply in terms, to a civil employee in a department or government establishment; that an executive department or other government establishment is at the seat of government and not elsewhere, field services being under, and not in, a department or establishment, and that the law does not apply to employees not in a department or establishment, although, of course, an appointment in the field service and detail to the department would be an evasion and unlawful.

In a decision of October 12, 1917, to the Secretary of Labor, the Comptroller of the Treasury held that the only prohibition contained in the first clause of section 7 referred to above, is with reference to the employment and payment from a lump-sum appropriation, and that therefore this section does not prohibit the transfer of an employee to a statutory position at a higher rate of compensation in another department. It was further stated that the application of the second clause of the section, which relates to increases in compensation within the period of one year following reemployment is not, in express terms, limited to employments from a lump-sum appropriation, but that the entire section must be read and considered together, and considering this clause in connection with that preceding, it is clear that the second clause also was intended to apply to increases from lump-sum appropriations only, the evident intention of the second clause being to prevent evasions of the first.

Hereafter it shall be unlawful to detail civil officers, clerks, or other subordinate employees who are authorized or employed under or paid from appropriations made

Details.

for the Military or Naval Establishments, or any other branch of the public service outside of the District of Columbia, except those officers and employees whose details are now specially provided by law, for duty in any bureau, office, or other division of any executive department in the District of Columbia, except temporary details for duty connected with their respective offices. (34 Stat. L., 449, act of June 22, 1906.)

Detail of Government employees at Washington to Civil Service Commission forbidden.

No details of clerks or other employees from the executive departments or other Government establishments in Washington, District of Columbia, to the Civil Service Commission for the performance of duty in the District of Columbia shall be made for or during the fiscal year nineteen hundred and sixteen. The Civil Service Commission shall, however, have power in case of emergency to transfer or detail any of its employees herein provided for to or from its office force, field force, or rural carrier examining board. (38 Stat. L., 1007, act of Mar. 4, 1915.)

Detail of employees at Washington to field service forbidden.

SEC. 5. That in expending appropriations made in this act persons in the classified service at Washington, District of Columbia, shall not be detailed for service outside of the District of Columbia except for or in connection with work pertaining directly to the service at the seat of government of the department or other Government establishment from which the detail is made: *Provided*, That nothing in this section shall be deemed to apply to the investigation of any matter or the preparation, prosecution, or defense of any suit by the Department of Justice. (39 Stat., 120, act of May 10, 1916.)

Gifts to official superiors.

SEC. 1784. No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donations as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ. (R. S., act of Feb. 1, 1870.)

Perjury.

SEC. 125. Whoever, having taken an oath before a competent tribunal, officer, or person, in any case in which a law of the United States authorizes an oath to be admin-

istered, that he will testify, declare, depose, or certify truly, or that any written testimony, declaration, deposition, or certificate by him subscribed is true, shall willfully and contrary to such oath state or subscribe any material matter which he does not believe to be true, is guilty of perjury, and shall be fined not more than two thousand dollars and imprisoned not more than five years. (Crim. Code, in effect Jan. 1, 1910. See also sec. 5392, R. S.)

Syllabus—A willfully false answer by such an applicant, to a question in an application for examination, as to whether he had ever been in the Government employ, and, if so, whether he has resigned or been discharged, is perjury within the meaning of section 5392 R. S. "as an oath authorized by law." (Johnson v. U. S., 1905, 26 D. C. App., 128.) (See also U. S. v. Crandol, 233 Fed., 331.)

SEC. 28. Whoever shall falsely make, alter, forge, or counterfeit, or cause or procure to be falsely made, altered, forged, or counterfeited, or willingly aid or assist in the false making, altering, forging, or counterfeiting any bond, bid, proposal, contract, guarantee, security, official bond, public record, affidavit, or other writing for the purpose of defrauding the United States; or shall utter or publish as true, or cause to be uttered or published as true, or have in his possession with the intent to utter or publish as true, any such false, forged, altered, or counterfeited bond, bid, proposal, contract, guarantee, security, official bond, public record, affidavit, or other writing, for the purpose of defrauding the United States, knowing the same to be false, forged, altered, or counterfeited; or shall transmit to, or present at, or cause or procure to be transmitted to, or presented at, the office of any officer of the United States, any such false, forged, altered, or counterfeited bond, bid, proposal, contract, guarantee, security, official bond, public record, affidavit, or other writing, knowing the same to be false, forged, altered, or counterfeited for the purpose of defrauding the United States, shall be fined not more than one thousand dollars or imprisoned not more than ten years, or both. (Crim. Code, in effect Jan. 1, 1910. See also secs. 5418 and 5479, R. S.)

Where an applicant filed a sworn application for examination and by previous arrangement another person appeared for such examination and filled out the "Declaration sheet," which contained questions concerning the applicant, and signed the applicant's name thereto, *Held* that:

"Section 5418 (R. S.) literally as well as in spirit covers the case. The offense charged is a grave one; an attempt to prejudice the rights of the United States in the administration of the civil-service statute. Had the defendants been successful one of them would have obtained a privilege which

would have placed him in a favored class and have entitled him to an advantage over others in the appointment to office.

"The privilege is a valuable one and the fraud of the defendants was therefore in prejudice of the Government. The sections under which the defendants are indicted are broad and sweeping and the offense, I think, is within their provisions." (U. S. v. Bunting, 1897, 82 Fed., 884.)

In an opinion rendered in the case of United States v. Plyler (222 U. S., 15), the Supreme Court of the United States said:

This is an indictment for forging vouchers required upon examination by the Civil Service Commission of the

United States, certifying to the character, physical capacity, etc., of the applicant, the defendant, and for presenting the same to the commission. The district court held that the acts were not frauds against the United States within the contemplation of Revised Statutes, section 5418, and discharged the defendant. The Government accepted and brought the case to this court. It now must be regarded as established that "it is not essential to charge or prove an actual financial or property loss to make a case under the statute." The section covers this case. *Haas v. Henkel*, 216 U. S., 462, 480. *Curley v. The United States*, 130 Fed. Rep., 1; *United States v. Bunting*, 82 Fed. Rep., 883.) Judgment reversed.

Contracts for obligations for expenditures shall not be in excess of appropriations unless authorized by law.

"SEC. 3679. No executive department or other Government establishment of the United States shall expend, in any one fiscal year, any sum in excess of appropriations made by Congress for that fiscal year, or involve the Government in any contract or other obligation for the future payment of money in excess of such appropriations unless such contract or obligation is authorized by law.

* * * All appropriations made for contingent expenses or other general purposes, except appropriations made in fulfillment of contract, obligations expressly authorized by law, or for objects required or authorized by law without reference to the amounts annually appropriated therefor, shall, on or before the beginning of each fiscal year, be so apportioned by monthly or other allotments as to prevent expenditures in one portion of the year which may necessitate deficiency or additional appropriations to complete the service of the fiscal year for which said appropriations are made; and all such apportionments shall be adhered to and shall not be waived or modified except upon the happening of some extraordinary emergency or unusual circumstance which could not be anticipated at the time of making such apportionment, but this provision shall not apply to the contingent appropriations of the Senate or House of Representatives; and in case said apportionments are waived or modified as herein provided, the same shall be waived or modified in writing by the head of such executive department or other Government establishment having control of the expenditures, and the reasons therefor shall be fully set forth in each particular case and communicated to Congress in connection with estimates for any

additional appropriations required on account thereof. Any person violating any provision of this section shall be summarily removed from office and may also be punished by a fine of not less than one hundred dollars or by imprisonment for not less than one month." (As amended by sec. 4, deficiency appropriation act, Mar. 3, 1905, and by antideficiency act (so called), Feb. 27, 1906, 34 Stat. L., 49.)

SEC. 6. That in addition to the apportionment required by * * * act, approved February twenty-seventh, nineteen hundred and six (Statutes at Large, volume thirty-four, page forty-nine), the head of each executive department shall, on or before the beginning of each fiscal year, apportion to each office or bureau of his department the maximum amount to be expended therefor during the fiscal year out of the contingent fund or funds appropriated for the entire year for the department, and the amounts so apportioned shall not be increased or diminished during the year for which made except upon the written direction of the head of the department, in which there shall be fully expressed his reasons therefor; and hereafter there shall not be purchased out of any other fund any article for use in any office or bureau of any executive department in Washington, District of Columbia, which could be purchased out of the appropriations made for the regular contingent funds of such department or of its offices or bureau. (37 Stat. L., 414, act of Aug. 23, 1912.)

SEC. 8. No money appropriated by this or any other act shall be expended for membership fees or dues of any officer or employee of the United States or of the District of Columbia in any society or association or for expenses of attendance of any person at any meeting or convention of members of any society or association, unless such fees, dues, or expenses are authorized to be paid by specific appropriations for such purposes or are provided for in express terms in some general appropriation. (37 Stat. L., 184, act of June 26, 1912.)

SEC. 10. That section eight of the District of Columbia appropriation act, approved June twenty-sixth, nineteen hundred and twelve, shall not take effect or be operative during the fiscal year nineteen hundred and thirteen, except to the extent that it prohibits the payment of membership fees or dues in societies or associations: *Provided*,

That during the fiscal year nineteen hundred and thirteen expenses of attendance of officers or employees of the Government at any meeting or convention of members of any society or association shall be incurred only on the written authority and direction of the heads of executive departments or other Government establishments or the government of the District of Columbia; and a detailed statement of all such expenses incurred from June thirtieth until December first, nineteen hundred and twelve, shall be submitted to Congress on or before January first, nineteen hundred and thirteen. (37 Stat., 488, act of Aug. 24, 1912.)

SEC. 13. That the provisions of section eight of the act making appropriations for the District of Columbia approved June twenty-sixth, nineteen hundred and twelve, shall not apply to the appropriations provided by this act. (37 Stat. L., 560, act of Aug. 24, 1912.)

Bribery of
United States
officer.

SEC. 39. Whoever shall promise, offer, or give, or cause or procure to be promised, offered, or given, any money or other thing of value, or shall make or tender any contract, undertaking, obligation, gratuity, or security for the payment of money, or for the delivery or conveyance of any thing of value, to any officer of the United States, or to any person acting for or on behalf of the United States in any official function, under or by authority of any department or office of the Government thereof, or to any officer or person acting for or on behalf of either House of Congress, or of any committee of either House or both Houses thereof, with intent to influence his decision or action on any question, matter, cause, or proceeding which may at any time be pending, or which may by law be brought before him in his official capacity or in his place of trust or profit, or with intent to influence him to commit or aid in committing or to collude in, or allow, any fraud, or make opportunity for the commission of any fraud, on the United States, or to induce him to do or omit to do any act in violation of his lawful duty, shall be fined not more than three times the amount of money or value of the thing so offered, promised, given, made, or tendered and imprisoned not more than three years. (Crim. Code, in effect Jan. 1, 1910. See also sec. 5451, R. S.)

Offer or acceptance of
bribe for procuring offices,
etc.

SEC. 112. Whoever, being elected or appointed a Member of or Delegate to Congress, or a Resident Commissioner, shall, after his election or appointment and either

before or after he has qualified and during his continuance in office, or being an officer or agent of the United States, shall directly or indirectly take, receive, or agree to receive from any person, any money, property, or other valuable consideration whatever, for procuring or aiding to procure any contract, appointive office, or place from the United States or from any officer or department thereof for any person whatever or for giving any such contract, appointive office, or place to any person whomsoever, or whoever, directly or indirectly, shall offer, or agree to give, or shall give or bestow, any money, property, or other valuable consideration whatever, for the procuring, or aiding to procure, any such contract, appointive office or place shall be fined not more than ten thousand dollars and imprisoned not more than two years; and shall, moreover, be disqualified from holding any office of honor, profit, or trust under the Government of the United States. Any such contract or agreement may, at the option of the President, be declared void. (Crim. Code, in effect Jan. 1, 1910. See also sec. 1781, R. S.)

SEC. 118. That no Senator or Representative in, or Delegate or Resident Commissioner to, Congress, or Senator, Representative, Delegate, or Resident Commissioner elect, or officer or employee of either House of Congress, and no executive, judicial, military, or naval officer of the United States, and no clerk or employee of any department, branch, or bureau of the executive, judicial, or military or naval service of the United States, shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution for any political purpose whatever, from any officer, clerk, or employee of the United States, or any department, branch, or bureau thereof, or from any person receiving any salary or compensation from moneys derived from the Treasury of the United States. (Crim. Code, in effect Jan. 1, 1910; reenactment of sec. 11, civil-service act.)

"An act prohibiting Government employees and officers from requesting or receiving money from other officers or employees for political purposes is not unconstitutional as abridging the right of a citizen to aid in promoting such political objects as he deems to be wise and beneficial, since no citizen is required to hold a public office," and

if unwilling to do so on such conditions as are prescribed, it is his duty to resign. (106 U. S., 371, in re Curtis.)

The sending of a circular letter by a political committee to Federal officers and employees soliciting financial aid in congressional or State elections, upon or attached to which appear the

names of Federal officers or employees, is a violation of section 11 of the civil-service act, which declares that no officer or employee of the Government shall be in any manner concerned in soliciting or receiving any assessment or contribution for any political purpose whatever from any officer or employee of the United States. "Whatever the particular form of words adopted in such circulars, in order to show a request rather than a demand, and to give to responses a quasi voluntary character, the explicit and comprehensive words of the statute * * * unquestionably condemn all such circulars." (Opinion Atty. Gen., Oct. 17, 1902, 24 Op., 133. See also brief of commission, Sixteenth Report, 149-154.)

"To charge a man with soliciting a contribution from United States officers for a political purpose carries with it by implication a charge that the accused knew the purpose for which the contribution was solicited. The words 'for a political purpose' may reasonably be construed to qualify not only the contribution but the solicitation. Similarly, to charge that a man received from another his contribution for a political purpose, by implication charges that the reception was for the same purpose as the contribution. * * * Nor was it necessary to set out the specific averment that the defendant knew that the persons from whom the contributions were received were officers of the United States." (U. S. v. Scott, Cir-

cuit Ct., Ky., Oct. 7, 1895, 74 Fed., 213.)

In the prosecution of the postmaster at Memphis, Tenn., the fact of the receipt of contributions was not denied, the defendant relying on the statement that he acted merely as a messenger for the purpose of delivering such contributions to the persons who alone received them and were concerned in receiving them. An opinion of the Attorney General of January 25, 1896, had held that a person merely receiving a contribution for delivery to a political committee or organization was not guilty of receiving within the meaning of the statute. For the Government it was argued that the opinion was not sustainable under the law and that such a construction applied to facts like those in this case would defeat the purpose of the law to prevent the moral coercion of subordinates, who might be instructed by solicitors of campaign funds to send their contributions through their superior officers. The court, in overruling a motion for a directed verdict for the defendant, held that his connection with the receipt of these contributions amounted to being "concerned in receiving" within the meaning of the statute, and a conviction was had. *United States v. Dutro*, Dist. Ct. Western Dist., Tenn., 1913, unreported. The decision in the case and the instruction to the jury will be found in the Commission's Thirtieth Report, page 158.

Political solicitation in public offices.

SEC. 119. No person shall, in any room or building occupied in the discharge of official duties by any officer or employee of the United States mentioned in the preceding section, or in any navy yard, fort, or arsenal, solicit in any manner whatever, or receive any contribution of money or other thing of value for any political purpose whatever. (Crim. Code, in effect Jan. 1, 1910; reenactment of sec. 12, civil-service act.)

A solicitation of funds for campaign purposes made by letter in violation of section 12 of the civil-service act of January 16, 1883 (ch. 27, 22 Stat., 403), is not complete until the letter is delivered to the person from whom the contribution is solicited, and if the letter is received by one within a building or room described in section 12 of the act, the solicitation is in that place and the sender of the letter commits the prohibited offense in the prohibited place. (*United States v. Thayer*, 209 U. S., 39.)

A man may sometimes be punished in person where he has brought consequences to pass, although he was not there in person. (In re *Palliser*, 136 U. S., 257; *United States v. Thayer*, 209 U. S., 39.)

See also opinion in *U. S. v. Glick*, District Ct. Del., June 4, 1909, not reported, quoted at length in Twenty-sixth Report, p. 159.

"To constitute the offense the statute creates it is not necessary that the solicitation be made verbally. The illegal solicitation may as well be

made by a written request personally delivered in the forbidden place. * * * When the defendant, while in the post office intentionally handed the postmaster a letter, knowing that it contained a request for a political contribution from the person to whom the letter was delivered, he undoubtedly violated the statute." (U. S. v. Smith, Dist. Ct. M. D. Ala., 1908, 163 Fed., 927.)

"The Government of the United States has supreme and exclusive control over the places designated in sec-

tion 12 in which solicitation of or procuring aid for political purposes is forbidden. * * *

"Congress has a right to prescribe rules of conduct to be observed not only by officers and employees of the Government who shall occupy these places for the time being, but also by the citizen who may for any purpose be allowed to go into these places. * * *

"We hold the indictment to be good and the twelfth section of the act constitutional." (U. S. v. Newton, 23 App. D. C., 230.)

SEC. 120. No officer or employee of the United States mentioned in section one hundred and eighteen shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose. (Crim. Code, in effect Jan. 1, 1910; reenactment of sec. 13, civil-service act.)

Change of rank or compensation.

SEC. 121. No officer, clerk, or other person in the service of the United States shall, directly or indirectly, give or hand over to any other officer, clerk, or person in the service of the United States, or to any Senator or Member of or Delegate to Congress, or Resident Commissioner, any money or other valuable thing on account of or to be applied to the promotion of any political object whatever. (Crim. Code, in effect Jan. 1, 1910; reenactment of sec. 14, civil-service act.)

Contributions by one officer to another.

SEC. 122. Whoever shall violate any provision of the four preceding sections shall be fined not more than five thousand dollars, or imprisoned not more than three years, or both. (Crim. Code, in effect Jan. 1, 1910; reenactment of sec. 15, civil-service act.)

Penalty.

SEC. 37. If two or more persons conspire either to commit any offense against the United States or to defraud the United States in any manner or for any purpose, and one or more of such parties do any act to effect the object of the conspiracy, each of the parties to such conspiracy shall be fined not more than ten thousand dollars or imprisoned not more than two years, or both. (Crim. Code, in effect Jan. 1, 1910. See also sec. 5440, R. S.)

Conspiracy.

"It is claimed by the appellee that to defraud the United States must mean to deprive it of money wrongfully, or of something of money value; and that a falsehood or trick by which

its officers are deceived in the matter of selecting those who are to perform work for it could not be a fraud against the United States. We do not agree to this proposition.

"The Civil Service Commission is a legal agency of the United States, created by act of Congress, and through it the President undertakes to find and appoint such persons as may best promote the efficiency of the civil service, and to that end regulations are prescribed by means of which the age, health, character, knowledge, and ability for the branch of the service into which he seeks to enter of each candidate may be fully ascertained.

"If falsehoods are imposed upon the persons charged with the duty of ascertaining these qualifications, and made to take the place of facts, then the United States is defrauded, is deprived by deceit of the knowledge

justly due to its officers in the proper discharge of its business, and it is thereby liable to obtain a less efficient employee.

"We think that the trial court may properly hold that the appellee's alleged conduct, in cooperation with the candidate in this case, in making a false statement as to her past experience constitutes an offense under this section, 5440, and that such attempt at deception, if successfully carried out, would defraud the United States within the meaning of the law." (Palmer v. Colladay, 1901, 18 App. D. C., 433. See also note to U. S. v. Bunting, 1897, 82 Fed., 884, under sec. 28, "Prohibitory Statutes," supra.)

Felonies and misdemeanors defined.

SEC. 335. All offenses which may be punished by death or imprisonment for a term exceeding one year shall be deemed felonies. All other offenses shall be deemed misdemeanors. (Crim. Code, in effect Jan. 1, 1910.)

Efficiency rating based on personal records to be established in departments.

The Civil Service Commission shall, subject to the approval of the President, establish a system of efficiency ratings for the classified service in the several executive departments in the District of Columbia based upon records kept in each department and independent establishment with such frequency as to make them as nearly as possible records of fact. Such system shall provide a minimum rating of efficiency which must be attained by an employee before he may be promoted; it shall also provide a rating below which no employee may fall without being demoted; it shall further provide for a rating below which no employee may fall without being dismissed for inefficiency. All promotions, demotions, or dismissals shall be governed by provisions of the civil-service rules. Copies of all records of efficiency shall be furnished by the departments and independent establishments to the Civil Service Commission for record in accordance with the provision of this section: *Provided*, That in the event of reductions being made in the force in any of the executive departments no honorably discharged soldier or sailor whose record in said department is rated good shall be discharged or dropped or reduced in rank or salary.

Ratings for promotion, demotion, and retention.

Records to commission.

Retention of honorably discharged soldiers and sailors.

Punishment for violations.

Any person knowingly violating the provisions of this section shall be summarily removed from office, and may also, upon conviction thereof, be punished by a fine of not more than \$1,000 or by imprisonment for not more than one year. (37 Stat., 413, act of Aug. 23, 1912, sec. 4.)

The proviso of this section applies only to reductions in force and "does not prohibit the head of a department from conforming the salary of an honorably discharged soldier or sailor to the grade or character of work he may be called upon to perform." (Opinion Atty. Gen., June 2, 1913, 30 Op., 167.)

The commission holds that this proviso does not become operative until the establishment of an efficiency system by the commission and its approval by the President, as provided in the section in question. (Minute of commission, Nov. 20, 1913.)

The Civil Service Commission never having exercised the authority conferred by the section of the appropriation act of August 23, 1912, to establish efficiency ratings, the proviso to that section exempting honorably discharged soldiers from discharge or dismissal is without effect; the proviso is a part of the section and is not intended to have an independent operation. *Persing v. Daniels* (App. D. C.), 43 Wash. L. R. 232; *Dean v. Burleson*, 43 Wash. L. R. 264.

The Civil Service Commission shall investigate and report to the President, with its recommendations, as to the administrative needs of the service relating to personnel in the several executive departments and independent establishments in the District of Columbia and report to Congress details of expenditure and of progress of work hereunder at the beginning of each regular session. (37 Stat. L., 750, act of Mar. 4, 1913.)

Commission to report upon administrative needs of departments.

The operation of the Executive order of March twenty-eighth, nineteen hundred and twelve, for the annual submission to the Civil Service Commission of an outline of organization of the Government of the United States is suspended until otherwise provided by law. (38 Stat. L., 465, act of July 16, 1914.)

Outlines of organization.

DIVISION OF EFFICIENCY: For establishment and maintenance of system of efficiency ratings, pursuant to section four of the legislative, executive, and judicial appropriation act for the fiscal year nineteen hundred and thirteen, for investigation of the needs of the several executive departments and independent establishments with respect to personnel; and for investigation of duplication of statistical and other work and methods of business in the various branches of the Government service; including not more than \$2,500 for equipment, supplies, stationery, books, and printing; and not more than \$50 for street-car fare, \$30,000; the Chief of the Division of Efficiency herein provided for shall be appointed by the President and shall report to Congress at the beginning of each regular session, through the President, the nature and progress of work undertaken by the division, together with a detailed statement of expenditures showing the persons employed, their duties, and the compensation paid to each: *Provided*, That no person shall be employed hereunder at a compensation in excess of \$4,000 per annum. (38 Stat., 1007, act of Mar. 4, 1915.)

Division of Efficiency.

Chief Division of Efficiency to report to Congress through the President.

That hereafter the Division of Efficiency of the Civil Service Commission shall be an independent establishment and shall be known as the Bureau of Efficiency; and the officers and employees of the said division shall be transferred to the Bureau of Efficiency without reappointment, and the records and papers pertaining to the work of the said division, and the furniture, equipment, and supplies that have been purchased for it shall be transferred to the said bureau: *And provided further,* That the duties relating to efficiency ratings imposed upon the Civil Service Commission by section four of the legislative, executive, and judicial appropriation act approved August twenty-third, nineteen hundred and twelve, and the duty of investigating the administrative needs of the service relating to personnel in the several executive departments and independent establishments, imposed on the Civil Service Commission by the legislative, executive, and judicial appropriation act approved March fourth, nineteen hundred and thirteen, are transferred to the Bureau of Efficiency. (39 Stat., 15, act of Feb. 28, 1916.)

Bureau of Efficiency to investigate Civil Service Commission.

The Bureau of Efficiency shall investigate the methods of transacting the public business in the Civil Service Commission and report to Congress through the President at the next regular session of Congress. The officers and employees of the Civil Service Commission are hereby directed to furnish said bureau with such information as it may require to carry out this provision. (Legislative, executive, and judicial appropriation act, approved Mar. 3, 1917.)

CIVIL-SERVICE RULES PROMULGATED BY THE PRESIDENT¹ AND LEGAL DECISIONS, WITH NOTES BY THE COMMISSION.

In the exercise of power conferred by the Constitution, by section 1753, Revised Statutes, and by the civil-service act of January 16, 1883, the President promulgates the following rules in lieu of those promulgated May 6, 1896, and the amendments thereof:

Act. sec. 2,
par. 1.

Promulgating
order.

"He [the President] shall have power by and with the advice and consent of the Senate, to make treaties, provided two-thirds of the Senators present concur; and he shall nominate, and, by and with the advice and consent of the Senate, shall appoint ambassadors, other public ministers and consuls, judges of the Supreme Court, and all other officers of the United States whose appointments are not herein otherwise provided for, and which shall be established by law; but the Congress may by law vest the appointment of such inferior officers as they think proper in the President alone, in the courts of law, or in the heads of departments." (Constitution of U. S., Art. II, sec. 2, par. 2.)

"The general rule deducible from this provision [Art. II, sec. 2, of the Constitution] is that, in the absence of an express enactment to the contrary the appointment of any officer of the United States belongs to the President, by and with the advice of the Senate." (Opinion Atty. Gen., June 1, 1911, 29 Op., 116.)

This opinion also held that officers whose appointment is not specifically provided for are to be appointed by the President and confirmed by the Senate if their designations are such as to indicate that they are to perform all the duties which might be performed by a presidential officer, and that certain

technical employees, the manner of whose appointment is not specifically provided for, are properly to be regarded as clerks rather than officers and as coming under section 169 of the Revised Statutes, which authorizes the head of a department to employ such number of clerks, etc., of the several classes recognized by law as may be appropriated for by Congress from year to year.

Congress has power to distribute, at its pleasure, the appointment of inferior officers between the President, courts of law, and heads of departments, or to vest such appointments exclusively in one or two of those depositaries; but it has no power to vest appointments elsewhere, directly or indirectly. (Opinion Atty. Gen., Aug. 31, 1871, 13 Op., 516.)

"The head of a department has no constitutional prerogative of appointment to offices independently of the legislation of Congress, and by such legislation he must be governed, not only in making appointments, but in all that is incident thereto." (U. S. v. Perkins, Jan. 25, 1886, 116 U. S., 483.)

* * * "The official acts of a previous administration are to be considered by its successor as final so far as the Executive is concerned. This rule may be regarded as settled." (Opinion Atty. Gen., Mar. 20, 1877, 15 Op., 208.)

¹ Promulgated Apr. 15, 1903, and revised to Oct. 1, 1918. A compilation of the civil-service rules, special orders, and classifications from May 7, 1883 (the date of the first rules under the civil-service act of 1883), to Aug. 16, 1902, will be found at page 161 of the Eighteenth Report of the Commission. A further compilation from Aug. 16, 1902, to Feb. 1, 1904, will be found at page 194 of the Twentieth Report, and each subsequent report contains a similar compilation for the year covered by it.

RULE I.—POLITICS AND RELIGION.

No interference with elections.
Act, sec. 2,
cl. 2, par. 6.
Amendment
of June 3, 1907.

1. No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns.

The rule is * * * clearly authorized by the civil-service law. The chief purpose of that law was to take positions in the classified service out of politics, and rules forbidding political discrimination in the appointment or removal of employees in such service are clearly in furtherance of that object, and, in fact, almost essential to the proper enforcement of the law. (Opinion Atty. Gen., Mar. 24, 1916.)

A superior officer is prohibited by the first sentence of this section from requesting or requiring the rendition of any political service or the performance of political work of any sort by subordinates.

Under the regulations for the navy-yard service approved December 7, 1912, unclassified laborers are made subject to dismissal for political activity in the same manner as are competitive classified employees. Similar instructions have been issued by other departments placing the same limitations in regard to political activity on laborers in the unclassified service as are applied to competitive employees.

"Whenever in the opinion of the Secretary of the Navy a strict enforcement of the provisions of section 1, Rule I, of the civil-service rules would influence the result of a local election the issue of which materially affects the local welfare of the Government employees in the vicinity of any navy-yard or station, the Civil Service Commission may, on recommendation of the Secretary of the Navy, and after such investigation as it may deem necessary, permit the active participation of the employees of the yard or station in such local election. In the exercise of the privilege which may be conferred hereunder, persons affected must not neglect their official duties nor cause public scandal by their activity." (Executive order, May 14, 1909.)

"Employees of the executive civil service permanently residing in the following incorporated municipalities

adjacent to the District of Columbia will not be prohibited from becoming candidates for or holding municipal office in such corporations:

"In Maryland—Takoma Park, Kensington, Garrett Park, Chevy Chase, Glen Echo, Hyattsville, Mount Rainier, Somerset, Capital Heights, Laurel.

"In Virginia—Falls Church, Vienna, Herndon.

"Employees of the executive civil service, qualified to vote at a municipal election of the town of North Beach, Maryland [a summer resort, practically uninhabited during eight months of the year, and inhabited during the other four months almost exclusively by residents of Washington], will not be prohibited from becoming candidates for or holding municipal office in or under such town of North Beach, Maryland.

"This order, which is recommended by the Civil Service Commission, is based upon the facts that a considerable number of the residents and taxpayers of the towns mentioned are employed in the Government service, that service as municipal officers in such towns should in no way involve general partisan political activity, and that the principle of home rule and local self-government justifies such participation." (Executive order, Feb. 14, 1912, as amended by orders of May 5, 1914, May 26, 1914, and Mar. 9, 1918.)

Some of the forms of activity held to be forbidden by this provision are: Candidacy for or service as delegate, alternate, or proxy in any political convention, or as an officer or employee thereof; acting as officer of any political convention or caucus, addressing it, making motions, preparing or assisting in preparing resolutions, representing other persons, or taking any prominent part therein; service on or for any political committee or other similar organization; serving as officer of a political club, as member or officer of any of its committees, addressing such a club, or being active

in its organization; service in preparing for, organizing, or conducting a political meeting or rally, addressing such a meeting, or taking any other active part therein except as a spectator; giving public expression to political views, engaging in political discussions or conferences while on duty or in public places, or canvassing a district or soliciting political support for any party, faction, candidate, or measure; offensive activity at the polls at primary or regular elections, soliciting votes, assisting voters to mark ballots, or in getting out the voters on registration and election days, acting as accredited checker, watcher, or challenger of any party or faction, assisting in counting the vote, or engaging in any other activity at the polls except marking and depositing the employee's own ballot; serving in any position of election officer; publishing or being connected editorially, managerially, or financially with any political newspaper, and writing for publication or publishing any letter or article, signed or unsigned, in favor of or against any political party, candidate, faction, or measure; activity in campaigns concerning the regulation or suppression of the liquor traffic; candidacy for nomination or election

to or holding local office; distribution of campaign literature, badges, or buttons, or wearing such badges or buttons while on duty; the circulation but not the signing of political petitions (including initiative and referendum, recall, and nomination petitions); and general political leadership or becoming prominently identified with any political movement, party, or faction, or with the success or failure of any candidate for election to public office. (Commission's Form 1236, Oct., 1913.)

See President's letter concerning status for reinstatement of persons who resign to engage in political activity; note under Rule IX, p. 63.

The commission holds that those favoring or opposing the cause of woman suffrage are subject to the same rules and restrictions regarding political activity as are applicable to the adherents or opponents of other political causes. (Minute of commission, Apr. 7, 1914.)

See General Order No. 48, issued by the Director General of Railroads, August 31, 1918, prohibiting undue activity in political affairs on the part of officers, attorneys, and employees in the railroad service, page 172.

2. No question in any form of application or in any examination shall be so framed as to elicit information concerning the political or religious opinions or affiliations of any applicant, nor shall any inquiry be made concerning such opinions or affiliations, and all disclosures thereof shall be discountenanced. No discrimination shall be exercised, threatened, or promised by any person in the executive civil service against or in favor of an applicant, eligible, or employee in the classified service because of his political or religious opinions or affiliations.

No disclosures of or discrimination on account of political or religious opinions.

Act, sec. 2, cl. 2, para. 8 and 6.

"Political discrimination consists in giving appointment, promotion, or any other favor to an appointee, eligible, or candidate because of his politics, or withholding appointment, promotion, or any other favor from an appointee, eligible, or candidate because of his politics. An appointing officer who appoints or refuses to appoint an applicant because the applicant does or does not entertain certain political opinions, who makes any inquiry as to the applicant's political opinions or affiliations, or reduces an employee because that employee refuses to render

political service, to be coerced in political action, or to contribute money for political purposes, or who advances or promotes an employee for opposite reasons, violates the civil-service act and rules.

"The removal of a large number of employees of the same political faith from an office will be presumed to have been made for political reasons, and the burden is upon the officer making the removals to show that just cause existed for making each such removal." (Commission's circular No. 1236, Oct., 1913; see also Rule XII and notes, p. 74.

In an opinion of the Attorney General of March 24, 1916, the commission's power to investigate alleged violations of section 2, Rule I, and section 2, Rule XII, prohibiting the exercise of political discrimination, was upheld. The Attorney General said:

"The rules quoted above, which are objected to by the Solicitor of the Treasury, are, in my opinion, clearly authorized by the civil-service law. The chief purpose of that law was to take positions in the classified service out of politics, and rules forbidding political discrimination in the appointment or removal of employees

in such service are clearly in furtherance of that object and, in fact, almost essential to the proper enforcement of the law.

* * * "The rules in question being, in my opinion, a valid exercise of power by the President under the civil-service law, it is clear that the Civil Service Commission has authority under the fourth clause of section 2 of the civil-service law to investigate any matter touching the enforcement and effects of said rules, and consequently to investigate the facts concerning the alleged violations of the rules by the official in question."

Recommendations that can not be considered.

3. No recommendation of an applicant, eligible, or employee in the competitive service involving a disclosure of his political or religious opinions or affiliations shall be considered or filed by the commission or by any officer concerned in making appointments or promotions.

"It is the duty of officers concerned in making appointments or promotions to refuse to receive or consider letters disclosing the politics or religion of an applicant, eligible, or employee, and to

explain to the writers that communications based upon such grounds will not receive attention or be filed." (Commission's circular No. 1236, Oct., 1913.)

RULE II.—CLASSIFICATION OF THE SERVICE.

Extent of classification.

Act. secs. 6 and 7.

1. The classified service shall include all officers and employees in the executive civil service of the United States, heretofore or hereafter appointed or employed, in positions now existing or hereafter to be created, of whatever function or designation, whether compensated by a fixed salary or otherwise, except persons employed merely as laborers, and persons whose appointments are subject to confirmation by the Senate; but no right of classification shall accrue to persons whose appointment or assignment to classified duties is in violation of the civil-service rules.

The Civil Service Commission has no authority to cancel the classification of an employee brought within the classified civil service under the Executive order of March 1, 1904, which classified certain positions in the civil service of the War Department in the Philippines.

A person in the classified civil service can not be deprived of his status in the service except by removal as provided in section 6 of the act of August 24, 1912 (37 Stat., 555), and it is for the head of a department, and not the Civil Service Commission to determine when there exists proper

cause for the removal. (Opinion Atty. Gen., Feb. 24, 1913, 30 Op., 79.)

* * * "All places in the executive civil service except those mentioned in Schedule A, and except persons employed merely as laborers and persons whose appointments are subject to confirmation by the Senate, must be appointed as a result of open competitive examination held under the provisions of the law. Congress may, of course, at any time it deems proper, exempt any position or class of positions from the operation of the act, but to do this it must use language indicating clearly and affirmatively its

intention that the civil-service rules should not be applied." (Opinion Atty. Gen., Feb. 12, 1908, 26 Op. 507.)

"Persons whose names are reported to the commission in response to this opinion and who are occupying places whose duties are similar to those of competitive positions, may be classified upon approval by the commission, but may be transferred only when in the opinion of the Civil Service Commission such transfer is required in the interest of the service, and then only after an appropriate examination by said commission. Vacancies shall be filled in accordance with the civil-service act and rules. If said commission finds that any of these places can not be satisfactorily subjected to competitive tests, they may be treated as excepted from examination and their occupants shall not require a competitive status." (Executive order, Oct. 9, 1908.)

An Army officer detailed for duty in a clerical position can not be considered as a member of the "classified service," and after separation therefrom can not be reinstated therein under Rule IX, by reason of his service during the war. (Opinion Atty. Gen., Dec. 20, 1897, 22 Op., 6.)

* * * "The officers and employees of the District of Columbia are not officers and employees of the General Government of the United States, but of the municipal corporation known as the District of Columbia.

* * * They are as distinct from the civil service of the United States as would be the officers of any city government in one of the States of the Union from the civil service of the State itself. The provisions of the civil-service act can not lawfully be applied to the officers and employees of the District of Columbia." (Opinion Atty. Gen., Apr. 28, 1898, 22 Op., 59. Affirmed, Opinion Atty. Gen., May 17, 1912.)

Deputy collectors of internal revenue would seem to be officers of the United States, at least in the sense that they are subject to classification under the civil-service law; but if not officers, they are employees of the United States, and, considered as either, the President has the right to include them in the competitive classified service.

Deputy collectors of internal revenue can not be considered employees of the collector.

* * * "Congress undoubtedly intended that the provisions of the civil-service law, so far as these provided for the organization of a classified service, should be extended to all per-

sons engaged in the legitimate civil work of the executive branch of the Government, whether such persons were or were not technically in the employ of the United States."

* * * "A newly appointed collector of internal revenue has a legal right, upon taking office, to drop from the service any deputy collector in commission and to appoint deputies of his own selection in accordance with the rules of the Civil Service Commission." (Opinion Atty. Gen., Sept. 3, 1907, 26 Op., 363.)

A ruling similar to the above was made with reference to United States deputy marshals on November 30, 1910, by the Comptroller of the Treasury, who held that the term of a deputy marshal expires with that of the marshal who appointed him. If not reappointed, his successor must be chosen under civil-service rules. An act of October 22, 1913, permits the appointment and removal of deputy collectors of internal revenue and deputy marshals without reference to the provisions of the civil-service act and rules. See page 92.

"Hereafter the following procedure shall be strictly observed by officers and employees in the executive civil service in submitting any recommendation affecting the method of appointment to any position or class of positions now included or which may be included in the classified service under the operation of the civil-service act or rules, or proposing any exception to the requirements of the said act or rules, or labor regulations, in either the classified or unclassified service:

"Every recommendation shall be accompanied by a full statement of the reasons therefor, and, if approved by the head of the proper department or independent bureau, shall be referred to the Civil Service Commission, which body shall submit a report thereon to the President.

"No recommendation of the character mentioned shall be submitted by any officer or employee, directly or indirectly, to Congress or to any committee or Member of Congress, except in the manner herein provided unless such recommendation shall be called for from such officer or employee by the Senate, the House of Representatives, or the Congress, in which case it shall only be made through or as authorized by the head of the department." (Executive order, Jan. 12, 1910.)

Provision for acquiring a classified status by reason of service beyond the seas is contained in section 13, Rule X.

Examination
required.
Act, sec. 7.

2. No person shall be appointed, employed, promoted, or transferred in the classified service, or perform the duties of any position therein, until he passes an examination in conformity with these rules, unless specially exempted thereunder.

Appointments
without exami-
nation.
Act, sec. 2,
par. 2.

3. Appointments to the excepted positions named in Schedule A¹ of these rules may be made without examination or upon noncompetitive examination; but the proper appointing officer may fill an excepted position as competitive positions are filled, in which case the person appointed will receive all the rights of a competitive employee.

* * * "Employment in the classified service is to be secured through competitive examination, and not otherwise, in all cases not expressly excepted from the operation of the general rule; and it is in no case to be

considered that a position is excepted unless the language relied upon to establish the exception is so plain and unequivocal as to admit of no doubt." (Opinion Atty. Gen., Nov. 25, 1908; 27 Op., 95.)

Assignment
of excepted em-
ployees.

4. A person appointed without competitive examination under section 3 of this rule shall not be assigned to the work of a competitive position without the approval of the commission.

"When a person is appointed to an excepted place he must perform the legitimate duties of that place, and of no other place, unless the duties of the

other place are performed in addition to and not in lieu of the duties of the excepted place." (Minute of commission, Apr. 17, 1894.)

Assignment
of laborers.

5. Laborers who, in connection with their usual duties, are to perform work of the grade performed by classified employees shall be appointed upon certification by the commission from appropriate registers of eligibles in the manner provided by these rules; and a person employed merely as a laborer or workman without examination under these rules shall not be assigned to work of the grade performed by classified employees.

"No person shall be appointed or employed in any executive department or office for the performance of any service of the character performed by classified employees, except in accordance with the provisions of the civil-service rules; and before making any appointment or employment for service with respect to which there may be a reasonable doubt as to the requirement of examination the head of the department or office shall confer with the Civil Service Commission for the purpose of determining whether examination is required, and when such conference does not result in agreement

the case shall be presented to the Attorney General for his opinion." (Executive order, Nov. 29, 1904.)

* * * "Unclassified laborers may be assigned to classified work incidentally, but not as a part of their main work, in cases where such work can not be conveniently and economically done by classified employees, but never without the prior consent of the commission, obtained before such assignment, and with a view to the doing of the particular classified work in question by unclassified employees." (Executive order, Apr. 21, 1909.)

¹ See p. 80.

6. Except as provided in section 7 of this rule, a person holding a position when it becomes classified and subject to competitive examination shall have all the rights which he would acquire if appointed thereto upon examination under these rules, but he shall not be transferred without first passing the examination provided by the commission.

Status of employees in positions becoming classified.

As amended May 26, 1911.

"The provision of this section requiring examination before the transfer of a person who entered the service by classification will be construed as applying only to those transfer cases where the certificate of the commission must be issued." (Minute of commission, May 23, 1903.)

7. The Postmaster General shall promptly notify the commission of each order for the advancement of any post office from the third class to the second class, or for the consolidation of any post office with one in which the employees are classified as competitive. On the date of effect of such order these rules shall apply to the positions, officers, and employees of the offices affected, in the same manner as they apply to those in offices now classified, and all appointments after an eligible register has been established shall be made by selection from the register; but no officer or employee in any post office shall be classified under the terms of this section who fails to establish to the satisfaction of the Postmaster General his capacity for efficient service in the position held; and if he has been appointed within less than sixty days prior to the application of these rules to such office he shall not be classified without the express consent of the commission. The Postmaster General shall, upon the date he reports the advancement of any post office from the third to the second class, or as soon thereafter as is practicable, notify the commission as to which of the employees in said office he desires to report for classification.

Classification in post offices.

Amendment of May 26, 1911.

"Assistant postmasters and clerks in post offices advanced from the third to the second class will be considered as having a status for classification, subject to section 7, Rule II, regardless of whether they were paid out of allowances of the department or out of the personal funds of postmasters while the office was in the third class. Appointments in offices of the third class are not reported to the department, and allowances and commission to postmasters are intended to cover the cost of all clerical assistance necessary in the conduct of the money-order business." (Minute of commission, Jan. 22, 1912.)

8. Whenever the separate office of Indian agent shall be discontinued in any agency, and his duties devolved upon the superintendent of the training school, the agent may be made a classified employee at such school or

Classification of Indian agent.

agency upon such test of fitness as may be determined upon by the Secretary of the Interior and the commission.

Retired Army officers may be appointed superintendents of Indian schools.

Amendment of Mar. 3, 1905.

9. A retired Army officer may be appointed as superintendent of an Indian school without competitive examination upon the request of the Commissioner of Indian Affairs, with the approval of the Secretary of the Interior, setting forth that such officer has the required educational and business qualifications for such position, and accompanied by the authenticated military record of said officer. The commission will then issue the necessary certificate.

A retired Army officer * * * may be employed as superintendent of an Indian school or agency, where no additional compensation is allowed, without contravening the provision of the act of February 27, 1906 (34 Stat., 48), which prohibits the Government from accepting voluntary service.

The words "voluntary service," as employed in the act, page 22, were not intended to cover services rendered in an official capacity under regular appointment to an office otherwise permitted by law to be nonsalaried. (Opinion Atty. Gen., Feb. 7, 1913, 30 Op., 51.)

Amendment of July 25, 1914.

10. Whenever the commission shall find that the duties or compensation of a vacant position are such, or that qualified persons are so rare, that, in its judgment, such position can not, in the interest of good civil-service administration, be filled at that time through open competitive examination, it may authorize such vacancy to be filled without competitive examination; and in any case in which such authority may be given, evidence satisfactory to the commission of the qualifications of the person to be appointed without competitive examination shall be required. A detailed statement of the reasons for its action in any case arising hereunder shall be made in the records of the commission and shall be published in its annual report. Any subsequent vacancy in such position shall not be filled without competitive examination except upon express authority of the commission in accordance with this section.

When the Civil Service Commission decides that, because of a public exigency, there is need of the immediate filling of a position for which there is no suitable eligible, the commission may authorize the filling of such position by the appointment of a person shown to be qualified by such noncompetitive tests of fitness as the commission may prescribe. (Executive order, Mar. 26, 1917.)

Whenever the commission sees fit to limit employment authorized under

this section, such limitation should be observed by the appointing officer, and authority for any extension beyond that period should be obtained from the commission; when no time limit is placed in the authorization it is to be understood that the employment may continue as long as necessary to accomplish the purpose for which it was made. (Minute of commission, Feb. 25, 1914.)

RULE III.—EXAMINATIONS.

1. The commission shall prepare and hold open competitive examinations for admission to the classified service, which examinations shall be of a practical and suitable character, and shall be held at such times and places as may most nearly meet the convenience of applicants and the needs of the service.

Competitive examinations.
Act, sec. 2,
cl. 2, par. 1.
Act, sec. 3.

The application and examination papers or other records of the civil-service examiners are official records or papers of the President or of a head of a department, and the production of such papers can not be compelled by the courts whenever the general public interest is paramount to the interest of private suitors.

Whether the general public interest forbids the production of such record or paper in court is a question, not for

the judge, but for the President or head of the department having legal custody thereof. (Opinion Atty. Gen. Mar. 31, 1893, 20 Op., 557.)

The records of the executive departments are quasi confidential in their nature, and must be classed as privileged communications which can not be compelled by a court as evidence without express authority of law. (Opinion Atty. Gen., Jan. 9, 1905, 25 Op., 326.)

2. Where, in its opinion, the conditions of good administration warrant, the commission may give noncompetitive examinations to test fitness for (a) transfer, reassignment, or promotion; and (b) appointment to the positions named in Schedule B of these rules.

Non competitive examinations.
Amendment of Mar. 23, 1910.

RULE IV.—BOARDS OF EXAMINERS.

1. The commission shall designate from among persons in the Federal service, after consulting the head of the department or office in which such persons serve, such boards of examiners as it may deem necessary. Their members shall perform such duties as the commission may direct, in connection with the execution of the civil-service act and of these rules, and in the performance thereof they shall be under the direct and sole control of the commission. Such duties shall be considered part of the duties of the office in which they are serving, and time shall be allowed therefor during office hours. No board shall be composed solely of adherents of one political party when other persons are available and competent to serve.

Appointment and duties.
Act, sec. 3.

Commission may assign member of board of examiners to any appropriate duties in execution of act and rules, and such assignment may be for duty at his headquarters or temporarily away therefrom. (Opinion Atty. Gen., June 30, 1914.)

"The boards of civil-service examiners are selected by the Civil Service

Commission, and though subordinate to the commission, may properly be regarded as officials of the respective department in connection with which they act." (Opinion Atty. Gen., Mar. 31, 1893, 20 Op., 557.)

Philippine
civil service.

2. The commission shall render all practicable assistance to the Philippine civil-service board, and shall conduct examinations, upon its request, under such regulations as may be jointly agreed upon.

Executive of-
ficers to facili-
tate examina-
tions.
Act, sec. 2,
cl. 1, and sec.
3.

3. Persons in the executive civil service shall facilitate the holding of examinations and other work of the commission; and executive officers in charge of public buildings shall permit and arrange for the use of suitable rooms under their charge, and for heating, lighting, and furnishing the same.

RULE V.—QUALIFICATIONS OF APPLICANTS.

Citizenship.

Amendment
of July 25,
1914.

1. No person shall be admitted to examination unless he be a citizen of or owe allegiance to the United States: *Provided*, That when an examination has been duly announced to fill a vacancy and there is a lack of eligibles who are citizens, the commission may, in its discretion, examine persons who are not citizens, but they shall not be certified for appointment so long as citizens are eligible.

The act of July 2, 1909, has no wider scope than its apparent one of establishing the requisites of an applicant as to residence and domicile, and does not, even by implication, cover the matter of citizenship. (Minute of the commission, Jan. 20, 1916.)

"The undisputed attitude of the executive and legislative departments of the Government has been, and is, that the native inhabitants of Porto Rico and the Philippine Islands did not become citizens of the United States by virtue of the cession of the islands by Spain by means of the treaty of Paris.

* * * The act for the temporary government of Porto Rico did not confer upon the inhabitants of that island Federal citizenship, but denominated them citizens of Porto Rico." (Opinion Atty. Gen., Jan. 23, 1901, 23 Op., 370.)

"There is nothing in the recent decisions of the Supreme Court (in the insular cases) that would modify the view taken by the Attorney General (supra) regarding the proposed amend-

ment to the civil-service rules that 'every applicant for examination for appointment to the executive civil service of the United States in Porto Rico must be a citizen of the United States or a citizen of Porto Rico. Every applicant for appointment to said service in the Philippine Islands must be a citizen of the United States or a native inhabitant of said islands.'" (Opinion Atty. Gen., June 18, 1901, 23 Op., 458.)

"The requirements as to citizenship may be waived for applicants for positions on the Isthmus of Panama under such regulations as may be provided by the commission." (Executive order, Dec. 8, 1904.)

"The requirements as to United States citizenship may be waived for applicants for examination for the positions of officers of ships of the Coast and Geodetic Survey on duty in the Philippine Islands, under such regulations as may be provided by the commission." (Executive order, Feb. 15, 1905.)

Form of ap-
plication.
Act, sec. 2,
cl. 2, par. 1.

2. Application for examination must be made under oath, in such form and manner and accompanied by such certificates as the commission may prescribe.

"All persons are required to make a proper application for appointment under civil-service laws. The examination is not the only statutory requirement. * * * The authorities may require all applicants to verify such

applications, and perjury may be committed in making oath to them." (Am. and Eng. Encycl. of Law, "Civil Service." See also Johnson v. U. S., Oct., 1905, 28 D. C., App., 128.)

3. Revoked.

Section 3 of Rule V of the civil-service rules, which provides that—

3. Persons serving under enlistment shall not be examined without the written consent of the head of the department under which they are serving—

is hereby revoked. This action is taken in view of statements of the War and Navy Departments that the requirement serves no useful purpose, in

which opinion the Civil Service Commission concurs.

Enlisted men will be admitted to examinations for which they are shown to be eligible; the question of their discharge, if offered civil employment, will be determined by the military or naval authorities. (Executive order, Apr. 11, 1916.) See Executive order of April 2, 1917, page 53.

4. The commission may refuse to examine an applicant or to certify an eligible for any of the following reasons: Disqualifications.

(a) Dismissal from the service for delinquency or misconduct within one year next preceding the date of his application; (b) physical or mental unfitness for the position for which he applies; (c) criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct; (d) intentionally making a false statement in any material fact, or practicing any deception or fraud in securing examination, registration, certification, or appointment; (e) refusal to furnish testimony as required by Rule XIV; (f) the habitual use of intoxicating beverages to excess. Any of the last five foregoing disqualifications shall also be good cause for removal from the service.

"The commission would recognize the removal of an employee who resigns without due notice, to the embarrassment of the service, as a removal for delinquency or misconduct, which, under the rules, would bar him from examination or reinstatement for one year." (Minute of commission, June 22, 1904.)

"Deaf-mutes may be admitted to examinations for all places in the classified civil service of the United States whose duties, in the opinion of the heads of the several executive departments, they may be considered capable

of performing, and each department will furnish to the Civil Service Commission a list of such positions, which list shall not be changed without previous notice to the commission, and in accordance with which the commission shall certify or withhold from certification deaf-mutes as they are reached in their order." (Executive order, Apr. 7, 1909. See also Twenty-sixth Report, p. 40, for a list of positions available for deaf-mutes, which is also contained in the commission's circular, Form 1786.)

5. The commission may, with the approval of the proper appointing officer, change by regulation the existing age limits for entrance to the examinations under these rules; but persons preferred under section 1754, Revised Statutes, may be examined without regard to age. Age limits.

6. Applicants for positions in the recognized mechanical trades must have served as apprentices or journeymen for such periods as the commission may prescribe. Trades positions.

RULE VI.—RATINGS AND ELIGIBILITY.

Rating.

1. Examination papers shall be rated on a scale of 100, and the subjects therein shall be given such relative weights as the commission may prescribe. Competitors shall be duly notified of their ratings.

Eligible registers.

2. All competitors rated at 70 or more shall be eligible for appointment, and their names shall be placed on the proper register according to their ratings; but the names of persons preferred under section 1754, Revised Statutes, rated at 65 or more, shall be placed above all others.

Jurisdiction to determine the eligibility of an applicant for appointment in the classified service lies with the Civil Service Commission. (Opinion Atty. Gen., Aug. 1, 1910, 28 Op., 393.) * * * "Whenever an examination has been duly announced and no eligible is secured to fill a vacant position, the commission may, in its discretion, certify for appointment the competitor or competitors who received the highest ratings in the examination, and the appointing officer shall make selection from such certification if he deems it advisable to fill the vacant position before awaiting the result of another examination." (Executive order, June 13, 1906.)

"It was the purpose of Congress to make it the *duty* of those making appointments for civil offices to give a

preference, other things being equal, to the class of persons named in this section. * * * The matter of capacity and personal fitness for the place is for the determination of the appointing power." (Opinions, Atty. Gen., May 24, 1889, and June 5, 1902, 19 Op., 318; 24 Op., 64.)

"All persons who have passed the necessary examination are, under the civil service act and rules, presumed to be equally qualified for the office which they seek. Their rating simply determines the order in which they shall be certified for appointment."

* * * Preference under 1754, R. S., is not subject to the law of apportionment, and extends over all others on the eligible list irrespective of their rating. (Opinion, Atty. Gen., May 12, 1910, 28 Op., 293.)

Term of eligibility.

3. The term of eligibility shall be one year, beginning with the date on which the name of the eligible is entered on the register. This term may be extended, in the discretion of the commission, for all those on any register when the conditions of good administration render it inexpedient to hold a new examination. This term may be suspended under such conditions as the commission may prescribe in the case of an eligible who as a member of the National Guard or Reserves was mustered into the military or naval service of the United States under the call by the President of June 13, 1916, and at the expiration of such service his eligibility may be restored for a period equivalent to that during which it was suspended.

Amendment of Oct. 31, 1916.

Method of filling vacancies.

1. Any position or employment in the classified service not excepted from competitive examination, unless filled

RULE VII.—CERTIFICATION.¹

¹ For detailed information as to methods of certification, see p. 98.

by reinstatement, transfer, promotion, or reduction, shall be filled in the following manner:

(a) The nominating or appointing officer shall request the certification of eligibles, and the commission shall certify, from the head of the register of eligibles appropriate for the group in which the position or positions to be filled are classified, a number of names sufficient to permit the nominating or appointing officer to consider three names in connection with each vacancy. When so provided by regulation of the commission, selection shall be made from the register by the nominating or appointing officer without preliminary certification of the commission. Certification of an eligible for temporary appointment shall not affect his certification for probational appointment. Certifications shall be made without regard to sex unless sex is specified in the request.

Certification.

Amendment
of Apr. 28,
1910.

In view of the present emergency conditions and until further notice, the Civil Service Commission is directed to refuse examination to any person who is, or who has been within three months of the date of the examination, employed in the Government service, or to certify any such person who is on the eligible register of the commission, unless such person submits the written assent of the department or office in which he is or has been employed to his taking such examination or to his being so certified. Such assent shall be based solely upon the finding, after due consideration by such department or office, that the person can render better service for the Government in the place for which the examination is held.

This order is issued solely because of the present international situation and will be withdrawn when the emergency is past. (Executive order, Apr. 2, 1917.)

During the continuance of the present war no executive department or other government establishment in Washington shall hereafter give or offer employment, directly or indirectly, conditionally or unconditionally, to any officer or employee in any part of the executive civil service without first obtaining the written consent of the head of the executive department or other government establishment in which such person is then employed, together with the statement that such consent is based upon the conclusion after due consideration that the person can render better service for the Government in the place in

which his employment is proposed: *Provided*, That this shall not be construed as applicable to enlistments or appointments in the military or naval forces of the United States. * * * (Executive order Nov. 24, 1917.)

The consent of the head of a department or office to an employee's taking an examination, with limitation that the permission thus granted is for the purpose of considering the promotion or appointment of the person only in the department or office in which he or she is serving, will be accepted by the commission under the Executive order of April 2, 1917. (Minute of commission, Jan. 18, 1918.)

For provision relative to selection from a register containing less than three names see Rule VIII, section 3.

To facilitate the providing of qualified eligibles and making certifications for filling positions the departments and offices are asked to cooperate with the commission by indicating, as far as practicable, in the requests for certification for permanent or temporary appointment whether or not the position is statutory and the name of the last incumbent, if any. In this connection see note under Rule VIII, section 1.

The certificate delivered to an appointing officer by the subordinates of the Civil Service Commission is a complete authority to such officer to make any selection he may desire therefrom and is a complete protection to the appointee. (Opinion Atty. Gen., May 1, 1896, 21 Op., 335.)

The Civil Service Commission may, at any time prior to appointment, cor-

rect a mistake in its certification, but after an appointment has been made and has been accepted by the appointee, without any fraud on his part or concealment of material facts, and the matter involved is not jurisdictional, it is then too late for the commission to attempt to correct its certification. (Opinion Atty. Gen., June 5, 1913, 30 Op., 189.)

The Comptroller of the Treasury held in a decision of December 17, 1917, that one separated from the service within six months' period of probation and whose name has been restored to the register for considera-

tion for appointment to other positions can not be permitted to return to the service in another department or office at an increased compensation to be paid from a lump-sum appropriation, and also that the prohibition applies to one already in the classified service who becomes eligible through open competitive examination for certification.

Eligibles falling within either of these classes will be certified subject to the conditions and limitations of the act. (Minute of commission, Dec. 28, 1917.)

Selection.

(b) The nominating or appointing officer shall make selection for the first vacancy from not more than the highest three names certified, or on the register, with sole reference to merit and fitness, unless objection shall be made, and sustained by the commission, to one or more of the persons certified, for any of the reasons stated in Rule V, section 4. For the second vacancy he shall make selection from not more than the highest three remaining, who have not been within his reach for three separate vacancies, or against whom objection has not been made and sustained in the manner indicated. The third and any additional vacancies shall be filled in like manner. More than one selection may be made from the three names next in order for appointment, or from two names if the register contains only two, subject to the requirements of section 2 of this rule as to the appointment. Any eligible who has been within reach for three separate vacancies in his turn may be subsequently selected, subject to the approval of the commission, from the certificate on which his name last appeared, if the condition of the register has not so changed as to place him in other respects beyond reach of certification.

An act of Congress or a rule promulgated by the President may require that the selection shall be made from persons found by an examining board to be qualified in such particulars as diligence, scholarship, integrity, good manners, and attachment to the Government. The appointing power would still have scope for the exercise of its own judgment and will.

Congress can not restrict the choice of the head of a department to the point where he would have no choice; but it is not unconstitutional for an examining board to furnish a certain

number of names obtained by a test from which the head of a department shall make selection. (Opinion Atty. Gen., Aug. 31, 1871, 13 Op., 518.)

The Comptroller of the Treasury will not go behind the certificate of the appointing power to ascertain whether the civil service rules and regulations have been complied with in the employment of persons in the classified civil service. (Decision Compt. Treas., Apr. 1, 1899, 5 Dec. 649.)

The head of a department has no authority to withdraw his notice to the Civil Service Commission of his

Amendment
of A. p. r. 28,
1910.

revocation of a selection for appointment and appoint the same party previously certified without further certification from the commission. (Opinion Atty. Gen., Apr., 8, 1891, 20 Op., 64.)

"Hereafter paragraphs (a) and (b) of section 1 of civil service Rule VII shall apply to the appointment of rural carriers, and three eligibles shall be certified by the Civil Service Commission.

In all cases selections shall be made with sole reference to merit and fitness and without regard to political considerations. No inquiry shall be made as to the political or religious opinions or affiliations of any eligible, and no recommendation in any way based thereon shall be received, considered, or filed by any officer concerned in making selections or appointments. Any such recommendations in writing forwarded to any such officer shall be at once returned to the writer with attention invited to the purport of this order, and attention hereto shall be similarly directed in connection with

any verbal recommendation. Where it is found that there has been a violation of these provisions by any officer concerned in making selections or appointments, such fact shall be cause for the immediate removal of such officer from the service, and the commission shall make prompt report of any such case for appropriate action to the Postmaster General, or, as to presidential appointees, to the President. The appointment of the rural carrier concerned, if effected, shall be canceled.

Persons employed as rural carriers, while retaining the right to vote as they please, and to express their opinions privately on all political subjects shall take no active part in political management or in political campaigns. Any rural carrier taking such part shall be removed from the service or otherwise disciplined, recommendation as to the penalty to be imposed in each case to be made by the Civil Service Commission." (Executive order, Dec. 30, 1911.)

(c) The person selected for appointment shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment. The first six months under this appointment shall be a probationary period; but the commission and the department concerned may, by regulation, fix the probationary period at one year for any specified positions. If and when, after full and fair trial, during this period, the conduct or capacity of the probationer be not satisfactory to the appointing officer, the probationer shall be so notified in writing, with a full statement of reasons, and this notice shall terminate his service. His retention in the service beyond the probationary period confirms his absolute appointment.

Probationary appointment.
Act, sec. 2,
cl. 2, par. 4,
A. S. amended
May 3, 1912.

The extension of the probationary period to one year was authorized by amendment of May 3, 1912, and extensions have been made as follows: Mining engineers and miners, field duty, Bureau of Mines, May 10, 1912; assistant forest rangers and forest assistants in the field Forest Service, May

10, 1912; logging engineers, Agriculture, February 12, 1914; all scientific positions in the Geological Survey, March 19, 1915; aid, Lighthouse Service, July 8, 1916; forest rangers and grazing assistants in the Forest Service, August 7, 1916.

Absolute appointment.
Amendment
of July 25,
1914.

A probationer separated from the service without delinquency or misconduct may be restored to the register of eligibles in the discretion of the commission for the remainder of his period of eligibility.

A probationer thus restored to the register may be certified to departments and offices other than that from which he was separated. (Minute 2, Aug. 1, 1898.)

"The claimant's contention that because he had passed a civil-service examination and, pursuant to the rules prescribed by the Executive, had been appointed for a probationary period of six months, therefore his discharge prior thereto was a violation of such rule, can not be sustained, as neither the statute authorizing appointments, nor the rules promulgated by the Executive governing the same, cast upon the Government the obligation to continue the employment of such a one when his services are not needed, much less when he is incompetent for the performance of the duties for which he was appointed. * * * No vested right is acquired by the incumbent of an office by virtue of such regulation.

"Paragraph 4 of section 2 of the civil-service act of January 16, 1883,

provides for 'a period of probation before any absolute appointment or employment' is made; and therefore it may be said that the Executive regulation fixing the probationary period at six months has the force of law, yet neither the statute nor the regulation can be construed to bind the Government to retain in its employ an appointee who is found inefficient." (Ruggles v. U. S., 1910, 45 Ct. Cls., 88.)

The probationary period for post-office clerks and carriers begins upon their promotion to the regular roll and not on the date of original appointment as substitutes. (Minute of commission, Dec. 19, 1903.)

An irregularity in the certification of the name of an eligible for appointment under the civil service is cured by the probational and absolute appointment of such a person. (Opinion Atty. Gen., Jan. 9, 1896, 21 Op., 239.)

Apportionment.

Act, sec. 2, cl. 2, par. 3.

Exceptions from apportionment.

Amendment Mar. 7, 1918.

2. Certification for appointment in the departments or independent offices at Washington shall be so made as to maintain, as nearly as the conditions of good administration will warrant, the apportionment of appointments among the several States and Territories and the District of Columbia upon the basis of population: *Provided*, That appointments to the following positions shall not be so apportioned:

In all departments and offices: Apprentice, cabinet-maker, carpenter, electric lineman, electric wireman, engraver, gardener, helper (if approved by the commission), messenger boy, messenger girl, painter, plumber, skilled laborer (female), student, and telephone operator.

In the Government Printing Office, Mail Equipment Shops, local offices in the District of Columbia, field service of the military staff departments, and at Army headquarters: All positions.

In the Bureau of Engraving and Printing: Operative, plate printer, printer's assistant, and skilled helper.

In the Office of the Auditor for the Post Office Department: Operative for the audit of accounts and vouchers of the Postal Service by means of labor-saving devices.

"While it is the undoubted duty of the executive branch of the Government to give proper effect to this requirement of Congress, it is a very different thing to say that an appointment made in disregard of this rule of

apportionment through a mere inadvertence is to fail entirely and be treated as a nullity. * * *

"Congress did not intend that * * * where everything was done in good faith, an inadvertent disre-

gard of the rule of apportionment in making an appointment should annul that appointment. * * * The statute is directory only in the above particular." (Opinion Atty. Gen., Dec. 10, 1891, 20 Op., 274.)

An eligible who has been allowed preference under section 1754, Revised Statutes, will be certified without regard to the apportionment, the Attorney General having held, May 12, 1910 (28 Op., 298), that preference under section 1754, Revised Statutes, is not subject to the law of apportionment.

Under the exception of "local offices in the District of Columbia," the commission has placed employees of the National Zoological Park (minute of Oct. 7, 1903) and positions in the Office of Instruction of Young Officers in Marine Engineering whose salaries are paid from an appropriation separate from that for the Navy Department proper. (Minute of July 16, 1906.)

The residence and domicile restrictions contained in the first proviso of section 7 of the census act approved July 2, 1909, apply only to the examinations for the apportioned service of the Government at Washington. (Opinions, Atty. Gen., Aug. 18 and Nov. 15, 1909, 27 Op., 546, 28 Op., 78.)

The Attorney General held, June 17, 1910 (28 Op., 348), that a person serving in an apportioned position is not subject to the residence and domicile restrictions of the act of July 2, 1909 (36 Stat., 1).

"Hereafter all persons entering apportioned positions, whether through examination, by Executive order, legislative enactment, or otherwise, except those entering such positions under the temporary appointment rule, will be called upon to furnish proof of residence, and thereupon shall be charged to the apportionment; and all persons already in the apportioned service but not charged to the apportionment whose status is changed from one position to another in such service upon the certificate of the commission shall before such change of status is authorized be required to furnish proof of residence and shall likewise be charged to the apportionment; and all persons already in the apportioned service but not charged to the apportionment who file with the commission applications for promotion or other change of status in such service shall be required in connection with such applications to furnish proof of residence, and when such proof is so filed in the case of any person he shall be charged to the apportionment. The

proof of residence shall consist of the usual personal affidavit * * * and the county officer's certificate under the act of July 11, 1890." (Minute of commission, Apr. 1, 1910, as amended by minute of Apr. 15, 1916.)

For act of July 11, 1890, see p. 19.

Draftsmen in the Ordnance Department paid from appropriations for field service but performing their duties in the Ordnance Department at Washington are within the apportioned service. (Minute of commission, Apr. 28, 1910.)

See also Rule IX and Rule X, sec. 8, cl. c and notes, for provisions relative to apportionment in reinstatements and transfers.

Certifications for filling vacancies of subinspector and architectural draftsman, Bureau of Yards and Docks, Navy Department, and mechanical draftsman, Office of the Chief of Ordnance, War Department, will be made without regard to the apportionment. (Minute of commission, Mar. 23, 1917.)

The requirement of apportionment is waived for certification for filling the position of assistant physiologist in crop utilization, Department of Agriculture, the appointee to be specially qualified in factory control in the canning of vegetables. (Minute of commission, July 3, 1917.)

On account of the unusual demands of the service and the necessity of filling vacancies without delay, owing to war conditions, the requirement of apportionment is waived for the War and Navy Departments, the United States Food Administration, and the Exports Administrative Board. (Minutes of commission, Apr. 6, 1917, Sept. 22, 1917, and Sept. 24, 1917, respectively.)

The requirement of apportionment is waived for the Treasury Department, conditioned upon the department stating the need for waiver in each case. (Minute of commission, Sept. 6, 1917.)

For the period of the war, positions of elevator conductor may be filled by the appointment of women, and when so filled need not be apportioned among the States and Territories and the District of Columbia on the basis of population, as is provided in the case of certain minor positions mentioned in Rule VII, section 2, of the Civil Service Rules. Persons so appointed shall not be eligible for transfer or promotion to apportioned positions nor for assignment to other work. (Executive order, May 31, 1918.)

Certification
by districts.

3. The commission may arrange the territory of the United States into appropriate districts for the purpose of certification to positions in parts of the service not subject to the apportionment, and certification to any such position may be confined to residents of the district in which such position is located.

RULE VIII—TEMPORARY APPOINTMENT.

Appointment
pending regular
filling of
vacancy.

1. Temporary appointment without examination and certification by the commission shall not be made to a competitive position in any case except when the public interest so requires, and then only upon the prior authorization of the commission; and any appointment so authorized shall continue only for such period as may be necessary to make appointment through certification of eligibles, and in no case without prior approval of the commission shall extend beyond 30 days from receipt by the appointing officer of the commission's certificate; and when a vacancy is to be filled by promotion or transfer for which the commission's certificate is not required and a temporary appointment is authorized by the commission under the provisions of this section pending the promotion or transfer, such temporary appointment shall in no case continue beyond the period of 30 days without prior approval of the commission.

When a temporary appointment is proposed under this section a statement of the action taken toward making a permanent appointment to the position must be given. (See sec. 5 of this rule.)

In positions in the departments in Washington, appointments under section 1 can only be made with the prior consent of the commission and from the commission's eligible lists when there are eligibles available for temporary service, and in case there are no eligibles the commission may require the person proposed for temporary appointment to pass an appropriate examination prior to the authorization of his appointment. The passing of such examination shall not, however, give such person a status in the classified service, but shall be regarded simply as a test of fitness for the position to be temporarily filled. Such examination shall be made special, with a view to an immediate determination of eligibility. (Minute of commission, Feb. 7, 1908.)

"In positions outside of Washington which are not under the district sys-

tem and which are not provided for by special regulations, general authority to constitute the prior authorization of the commission is given for making appointments under the terms of section 1 for periods not to exceed thirty days, and in the Forest Service (Min. 2, Apr. 2, 1908) and Indian Service (Min. 2, July 20, 1903) for an extension for a similar period of thirty days. The prior authority of the commission is required for any extensions beyond those here enumerated. All such appointments and extensions must be reported by letter when made. Services for which special regulations have been adopted are governed by these regulations." (Commission's circular No. 1729, June, 1909.)

General authority is granted for temporary appointment under this section for not to exceed sixty days in the position of laborer (apprentice fish culturist), field service of the Bureau of Fisheries. (Minute of commission, May 12, 1916.)

When a position is permanent in nature and the work will continue indefinitely, there is no authority for mak-

ing a temporary job appointment, and steps shall be taken immediately for filling the position permanently. Pending the filling of such position through certification, reinstatement, transfer, or promotion, a temporary appointment may be made, with the approval of the local board, under the authority of section 1 of civil-service Rule VIII, but such appointment shall continue only for such period as is necessary to fill the vacancy permanently by one of the methods indicated. No temporary appointments shall be made under the authority of section 1 (or 2) of the rule until some action has been initiated for filling the vacancy permanently. Persons who are serving under temporary appointment and who desire to qualify for permanent appointment should enter the next appropriate ex-

amination that may be announced on the Isthmus of Panama. (Regulations for Panama Canal Service.)

The provision of section 9 of the civil-service act is not applicable to temporary appointment. (See note under sec. 9, p. 10.)

The Comptroller of the Treasury answered in the negative the following question: "Can a temporary appointment be made to a position specifically appropriated for by Congress during the absence of the regular incumbent on leave without pay?" He held that no other person could be appointed to the position which such regular employee holds whether appointed temporarily or not. (15 Comp. Dec., 855; decision of June 21, 1909.) In this connection see note under Rule VII, section 1 (a).

2. When there are no eligibles upon a register for any grade in which a vacancy exists and the public interest requires that it be filled before eligibles can be provided by the commission, then the commission may authorize temporary appointment without examination. Such appointment shall continue only for such period as may be necessary to make appointment through certification and in no case without prior approval of the commission shall extend beyond thirty days from the receipt by the appointing officer of the commission's certification of eligibles.

Appointment pending register when there are no eligibles.

"Temporary appointments pending the establishment of a register when there are no eligibles available for certification for filling a vacancy outside of Washington, D. C., in services not under the district system and not covered by special regulations, may be approved in each case on condition that the person so appointed enter the examination when announced and that

each such appointment be promptly reported to the commission as made." (Minute of commission, Feb. 19, 1908.)

"When the position is in Washington, the prior consent of the commission must be obtained and the person temporarily appointed must enter the examination." (Commission's circular No. 1729, June, 1909.)

3. When there is at least one eligible and not more than two eligibles on a register for any grade in which a vacancy exists, the commission shall, upon requisition from the proper appointing officer, certify the name of the one eligible or the names of the two eligibles, which shall be considered by the appointing officer with a view to probational appointment; and if the appointing officer shall elect not to make probational appointment from such certificate of less than three names, then if temporary appointment is required it shall be made from such certificate unless reasons satisfactory to the commission are given why such appointment should not be

Appointment from registers of one or two eligibles, pending full certification.

made. Such temporary appointment may continue until three eligibles are provided. If selection is not made from the certificate for either probational or temporary appointment under the provisions of this section, then temporary appointment, if required, may be made under the provisions of section 2 of this rule.

Job employ-
ment.

4. When there is work of a temporary character, at the completion of which the services of an additional employee will not be required, a temporary appointment may be made with the prior consent of the commission for a period not to exceed three months, and may with like consent of the commission be extended for a further period of three months. Such temporary appointment shall be made through certification from the commission's eligible registers unless the commission shall decide in any case that there are no available eligibles. Such temporary appointment shall not extend beyond six months unless there are no eligibles available for the additional period or under unusual circumstances which seem to the commission to justify an extension beyond six months; and in no case shall such temporary appointment extend beyond six months for any purpose other than to complete the job of work for which the person was originally employed. The commission may restrict certification for temporary appointment to such eligibles as by reason of residence or other conditions are immediately available.

Temporary
appointment
does not affect
eligibility for
permanent ap-
pointment.

Conditions
under which
temporary ap-
pointment may
be made per-
manent.

5. The acceptance of an eligible of a temporary appointment shall not affect his standing on any register for permanent employment, and experience gained as a temporary appointee shall in no way vary the order of certification for permanent appointment. A temporary appointment may be made permanent when the temporary appointee is within reach for permanent appointment at the time of his temporary appointment or in case he is so within reach during his temporary service. In such case the probational appointment may date from the time when he became within reach for probational appointment. A person who has been temporarily employed under the provisions of one section of this rule shall not for that reason be ineligible for employment under any other section. Any appointment under sections 1, 2, or 3 of this rule shall be promptly reported by letter to the commission, as made, with a statement of

the action taken for making permanent appointment.

The commission is authorized to inspect the records of any department or office to aid it in observing and enforcing the operation of the provisions of this rule and reporting thereon to the President.

Commission may inspect records of department.

"For every appointment made under this paragraph of the rule, prior authority of the commission must be obtained except in those cases where general authority is granted by the regulations. In positions in the departments at Washington the commission will certify eligibles for a temporary appointment whenever they are available." (Commission's Circular No. 1729, June, 1909.)

In all outside services or offices for positions for which registers are not maintained by local boards, but for which certification is issued directly from the commission, where a special work or job will be completed in 30 days or less, general authority to constitute the prior consent of the commission is given for temporary appointment, but such appointments must be reported by letter to the commission when made. (Minute of commission, Mar. 25, 1905.)

"General authority is given for the extension beyond three months for an additional period not to exceed three months of all original appointments made through certification from the commission's register or authorized by the commission for three months in the absence of eligibles, for service outside of Washington, D. C.; but all such extensions beyond three months shall be reported to the commission by letter when made, and in no case shall any appointment extend beyond a period of six months unless prior consent of the commission is secured. Three months' appointments made under section 4 of Rule VIII in Washington, D. C., may be extended for an additional period of three months only by the consent of the commission previously given in each case." (Minute of commission, Feb. 9, 1910.)

When making requisitions for certification under section 4 of Rule VIII,

the departments should state the actual or probable duration of the employment, and certify that the work for which the person is to be employed is temporary in nature, and that at the completion of this work the services of an employee in the position will be no longer required. (Minute of commission, Feb. 8, 1909.)

The name of an eligible who has been employed under section 4 of Rule VIII for a period of approximately six months during the twelve months immediately preceding, which comes within reach for certification under the same section of the rule for employment in the same department, independent office or branch of the field service, will not be certified, unless there are no other eligibles available, without the specific direction of the commission. (Minute of commission, May 26, 1911.)

The local board of examiners on the Isthmus of Panama has authority to approve temporary appointments for job work, when the work is temporary in character and there will be no need for the services of a person in a position after the completion of the particular piece of work for which the appointment is made. Such appointments can be authorized only for a period of three months, but may be extended for a similar period, but no longer. (Regulations for Panama Canal Service.)

Temporary appointments to positions under the district system are governed by the provisions of this rule and the regulations adopted thereunder, which regulations are printed in Form 131, "Information for Boards of Examiners and Nominating Officers."

Temporary appointments in services for which special regulations have been adopted are governed by the regulations in conjunction with this rule.

RULE IX.—REINSTATEMENT.

1. A person separated without delinquency or misconduct from a competitive position, or from a position which he entered by transfer or promotion from a competitive position, may be reinstated in the department or office in which he formerly served, upon certifi-

Manner and place of.

cate of the commission, subject to the following limitations:

Time
with
limit,
except-
tions.

(a) The separation must have occurred within one year next preceding the date of the requisition of the nominating or appointing officer for such certificate; but this limitation shall not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, or his widow, or an Army nurse of either war.

Examination
for.

(b) No person may be reinstated to a position requiring an examination different from that required for the position from which he was separated without passing an appropriate examination.

Amendment
of May 22,
1917.

2. A person resigning a scientific, professional, or technical position in the competitive service in which he has acquired training and experience not to be acquired elsewhere, to enter the public service of a State, county, municipality, or foreign Government in a similar capacity, may immediately upon the completion of such service be reinstated in the department in which he formerly served, upon the certificate of the commission issued upon the requisition of the department dated within three years from the date of his separation from the competitive service.

* * * "The question of reinstatement is one of administrative discretion, and not to be granted except when consistent with the interests of the public service." (Opinion Atty. Gen., Aug. 27, 1902, 24 Op., 103.)

By Executive order of April 4, 1908, an employee of the Life-Saving Service who lost his health as an incident to his heroic conduct in saving life was excepted from the time limit of one year for reinstatement and allowed appointment to a position the duties of which he was competent to perform, and it was directed that this case was to be treated as a precedent to be followed in similar cases. (See Twenty-fourth Report, p. 135.)

A clerk who resigned from the War Department June 30, 1888, and was reappointed to a clerkship in the same department November 2, 1888, but failing to accept of such reinstatement the appointment was canceled January 28, 1889, is not eligible to certification for reinstatement after one year from the date of his resignation. (Opinion Atty. Gen., Oct. 26, 1889, 19 Op., 416.)

Rule IX, allowing reinstatement of "a person separated without delin-

quency or misconduct from a competitive position," means separation from a position competitive at the time of the request for reinstatement, and not that it must have been so at the time of separation. (Opinion Atty. Gen., June 13, 1906, 25 Op., 618.)

Reinstatements to apportioned positions are charged to the States in which the persons reinstated prove legal residence at the time of reinstatement, regardless of their legal residence at the time of their separation from the service. (Minute of commission, July 20, 1899.)

A person reinstated to an apportioned position within a year from the date of separation will not be required to prove legal residence if he claims residence in the same State from which originally appointed and had proved same. (Minute of commission, May 12, 1898.)

A person separated from the non-apportioned service may be reinstated in the apportioned service of the same department, subject to the limitations of clauses (b), (c), (d), and (e) of section 8, and section 9 of Rule X. (Minute of commission, July 11, 1903.)

The actual reappointment of a person may take place after the expiration of one year from the date of separation, if the requisition is made within one year, and the vacancy exists or is about to occur at the time of such requisition. But this must not be construed as extending the privilege of appointment longer than is reasonably required for the necessary action. There is no authority for holding that a new term of eligibility begins after a certificate for reinstatement is issued. (Commission's circular No. 126, Sept., 1912.)

A person who was separated during or at the end of his probationary period for a cause which does not constitute delinquency or misconduct may be reinstated, but only for the purpose of completing the probationary period or receiving absolute appointment, as there can be but one period of probation. (Commission's circular No. 126, Sept., 1912.)

The removal rule provides that penalties like in character shall be imposed for like offenses, and a person removed for delinquency or misconduct of a sort which does not usually result in removal should obviously be reinstatable; otherwise the provision of the reinstatement rule would prevent the correction of action taken in contravention of the removal rule. A department in proposing the reinstatement of an employee removed for delinquency or misconduct should state that the charges were not true, that they did not justify removal, or that a similar punishment would not in general be imposed for a similar offense. (Minute of commission, Mar. 18, 1907.)

When discharge is for inefficiency not due to delinquency or misconduct, and it is desired to give further trial on work of a character better fitted to the abilities of the employee, a certificate for reinstatement will issue. (Minute of commission, Nov. 13, 1900.)

The fact that there is no record in a department showing that a separation was without delinquency or misconduct can not be accepted as conclusive, nor can a person be reinstated on condonation of the delinquency or misconduct that occasioned his separation. A reinstatement can not be made by a mere revocation of the order of dismissal. (Commission's circular No. 126, Sept., 1912.)

A woman claiming right to reinstatement as the widow of a soldier must prove the death of the soldier and that she is his widow. A woman who remarries after the death of her

husband is no longer his widow. Separation from the service before marriage to the soldier does not debar her from the privilege conferred by the rule. (Commission's circular No. 126, July, 1909.)

The Civil War opened on April 15, 1861, and closed on August 20, 1866. Service between those dates, whether on the frontier or elsewhere, and whether or not in any State or part of the country in actual rebellion, will be regarded as service in the Civil War. (Minute of commission, Apr. 13, 1899.)

The War with Spain began April 21, 1898, and terminated April 11, 1899. The Philippine insurrection, which grew out of that war, terminated July 4, 1902. Military service after July 4, 1902, will not be accepted by the commission as a basis for allowing reinstatement without regard to the year limitation. (Minutes of commission, Oct. 17 and Oct. 29, 1907.)

A reinstatement under which little or no service is performed, made for the purpose of prolonging the period of eligibility for reentrance to the service in defeat of the rule, can not be recognized as valid, and under the opinion of the Attorney General of October 26, 1899 (19 Op., 416), the commission may refuse to issue a certificate for further reinstatement. (Minute of commission, Aug. 3, 1909.)

"An original appointment under which little or no service is performed, made for the purpose of permitting the entrance of the appointee to the service by reinstatement after conditions have so changed that the person would not be within reach of certification for original appointment, can not be recognized as affording a basis for reinstatement to the service." (Minute of commission, Aug. 17, 1910.)

The provision of section 9 of the civil-service act, "that whenever there are already two or more members of a family in the public service in the grades covered by this act, no other member of such family shall be eligible for appointment to any of said grades," is held to apply to reinstatements. (Minute of commission, Dec. 9, 1908.)

"I am of opinion that, in accord with the spirit of our institutions in recognizing the fundamental right of citizenship, a citizen who resigns to become a candidate for office and pursues a course free from coercion, bribery, or other scandalous or unlawful conduct should not thereby be prejudiced by being refused reinstatement within the period of eligibility prescribed by the rules; nor do I think

any distinction should be made between the person who resigns and becomes a candidate and one who resigns, not to be a candidate, but to manage or take part in a political campaign for a party. If he wishes to run the risk of finding an executive who will reinstate him, and he resigns in order to avoid a violation of the rules as to participation in electoral contests by members of the classified service, I do not see why it should demoralize the service to allow him to resign and run the risk of securing the approval of his reinstatement by the executive within a year after he has resigned." (President's letter, Dec. 26, 1911.)

In reinstatements and transfers under the civil-service rules the Civil

Service Commission may, when not inconsistent with existing laws, disregard the period during which the employee was in the military service under the President's call of June 18, 1916. (Executive order, Mar. 21, 1917.)

A person leaving the classified civil service to engage in the military or naval service of the Government during the present war with Germany and who has been honorably discharged may be reinstated in the civil service at any time within five years after his discharge, provided that at the time of reinstatement he has the required fitness to perform the duties of the position to which reinstatement is sought. (Executive order, July 18, 1918.)

RULE X.—TRANSFER.

Transfers shall be governed as follows:

Subordinate to promotions.

1. No transfer shall be made to a competitive position above the lowest class in any grade unless the appointing officer shall certify that the position can not be adequately filled by promotion; but the commission may, with the approval of the head of any department, adopt regulations applicable to the service in or under such department declaring what class shall be regarded as the lowest in any grade.

See Executive order Nov. 24, 1917, on page 53, which provides that no executive department or other Government establishment in Washington shall give or offer employment to any officer or employee in any part of the executive civil service without first obtaining the written consent of the head of the executive department or other Government establishment in which such person is then employed.

"A transfer from one department to another can be made only upon the request of the head of the department to which the transfer is proposed to fill an existing vacancy in that department. The consent of the head of the department in which the person is employed must be obtained. The commission can not undertake to decide the permissibility of the transfer or whether an examination will be necessary until such consent is given and requisition made by the head of the department to which the transfer is proposed. The commission can take no action on requests of individuals for approval of their transfer, and no register of persons eligible for transfer is pt. A person seeking transfer

should therefore address his request to the head of the executive department (preferably through the official in charge of the particular office) to which he desires to be transferred.

"No specific authority for transfers is found in the civil-service act, and they are allowed only as necessary exceptions to open competition. The rules are intended to impose restrictions which will confine transfers within the fundamental provisions of the act; that is, that they shall be warranted by the conditions of good administration and have regard to the rights of competitors and employees without making a privileged class of the latter." (Commission's circular No. 305, September, 1912.)

Where the transfer involves a promotion the requirements of the promotion rule and regulations should be observed. (Minute of commission, Dec. 22, 1899.)

No exception is made in the law or rules in the case of transfers involving mutual exchanges of positions. Hence the same restrictions apply as in individual transfers. (Minute of commission, Oct. 17, 1906.)

2. No person appointed without competitive examination to a position classified at the time of such appointment, and no person serving in an unclassified position or in a position named in Schedule A or Schedule B, not appointed by competitive examination, or by transfer or promotion from a competitive position, shall be transferred to a competitive position, except as hereinafter provided in this rule and in Schedule A.

From excepted to competitive position.

Persons appointed through Executive order without examination have all the rights and privileges of persons appointed through competitive examination. (Minute of commission, Apr. 6, 1904.)

3. Any person may be retransferred to a position in which he was formerly employed, or to any position to which transfer could be made therefrom, if since his transfer he has been continuously in the executive or judicial civil service of the United States or of its insular possessions, or if he entered the classified service upon competitive examination and the legislative service by transfer therefrom, and is found by the commission to have served continuously and satisfactorily. Such retransfer may be made without compliance with clauses (b), (c), (d), and (e) of section 8 of this rule.

Retransfer.

As amended Apr. 21, 1911.

Transfers under this section may be made without compliance with the requirement of examination provided in section 6 of Rule II, and, except where the transfer is to some other depart-

ment than the one in which the employee formerly served, without compliance with section 1 of Rule X. (Minute of commission, May 23, 1903.)

4. Any person who has served for at least two years in the office of the President of the United States may be transferred to a competitive classified position upon such tests of fitness as the commission may deem proper.

Amendments of Jan. 9, 1909, and Feb. 1, 1912.

5. In the apportioned service transfers within the same department or office may be made without certificate of the commission, subject to the rules and regulations regarding promotion, unless different tests are prescribed for original entrance to the position to which transfer is proposed.

Without certificate in apportioned positions.

Transfers under this section may be made without compliance with the requirement of examination provided in

section 6 of Rule II. (Minute of commission, May 23, 1903.)

6. In the nonapportioned service transfers within an office, among post offices, among the different offices of the same customs district, among the military staff departments, and from the War Department to any military staff department, may be made without certificate of the commission, and subject to the limitations prescribed in

Without certificate in nonapportioned positions.

section 5 of this rule, unless otherwise provided by regulation of the commission.

An act of March 2, 1907 (34 Stat., 1205), provides that in the post-office service a clerk may be transferred to carrier and a carrier to clerk in any grade not higher than the corresponding grade of salary.

Transfers under this section may be made without compliance with the requirement of examination provided in section 6 of Rule II. (Minute of commission, May 23, 1903.)

A substitute can not be transferred to a regular position in another part of the service. He must first become a regular employee. (Minute of commission, Sept. 21, 1900.)

Transfers to the substitute force of a post office, except from the substitute force of another post office, may be made to any position on the substitute list. A substitute transferred from one post office to another shall go to the foot of the substitute list. (Commission's circular No. 305, Apr., 1909.)

"The transfer of a substitute within a post office from the clerk to the carrier substitute force, or vice versa, may not be made except to the foot of

the substitute roll: *Provided, however*, That a mutual exchange of positions between a substitute clerk and a substitute carrier may be made, but not to any higher position on the substitute roll than that to which each would have been entitled if his original appointment had been to the roll to which transferred." (Minute of commission, Feb. 17, 1908.)

When a substitute is transferred from the clerk to the carrier roll, or vice versa, and afterwards retransferred to the roll upon which his name originally appeared, then his name shall be entered upon such roll in the order of his original appointment. (Minute of commission, Oct. 1, 1908.)

Transfers of rural carriers may be made after one year's satisfactory service to the positions of clerk or carrier in first and second class post offices, to the position of railway mail clerk, or to other positions in the classified service, in accordance with the civil-service rules. (Commission's circular No. 1977, Feb., 1912.)

Employees in Bureau of Engraving and Printing.

7. Operatives and other employees in the Bureau of Engraving and Printing whose duties are similar to those of operatives may be transferred without examination and certificate of the commission to the apportioned positions of expert money counter and paper counter in the office of the Secretary of the Treasury, and expert counter, feeder, and separator in the office of the Treasurer of the United States. Employees so transferred shall not be charged to the apportionment, and such transfer shall not give them rights of promotion or transfer greater than those of the positions from which they were transferred, and they shall not be assigned to duties other than those of the positions named in this section.

Clerks at \$900 (to be employed as counters) in the office of the Commissioner of Internal Revenue, and clerks at \$900 (to be employed as counters) in the Division of Loans and Currency in the Secretary's office, Treasury Department, may be appointed by the promotion or transfer of counters who have had three years' experience in the latter-named office, employees so transferred to have no greater rights than before transfer. (Minutes of commission, Nov. 26 and Dec. 5, 1906.)

Vacancies in the position of counter, office of the Comptroller of the Currency, may be filled by transfer of operatives from the Bureau of Engraving and Printing, employees so transferred to have no greater rights than before transfer. (Minute of commission, May 1, 1907.)

"Expert money counters, paper counters, and money counters in the office of the Comptroller of the Currency and the office of the Register of the Treasury, Treasury Department, may, after three years' satisfactory

service, be promoted without examination, to be assigned exclusively on the work of counting money and paper, and to receive compensation not to exceed \$900 per annum. Such promotion shall not give the person affected any further rights of promotion or transfer greater than he had in the position from which he was promoted." (Minute of commission, Sept. 25, 1907.)

Promotions in the Bureau of Engraving and Printing from \$840 per annum may be made upon the passing of the clerk examination without charge to the apportionment; but such promotion shall give no additional rights of promotion or transfer to an apportioned position. (Minute of commission, July 21, 1908.)

"Twenty-five positions of clerks at \$900 in the office of the Auditor for the Post Office Department may, as vacancies occur therein, be filled and refilled

by promotion on noncompetitive clerk examination from among the employees heretofore transferred from the Bureau of Engraving and Printing who have had seven years of service, at least two years of which shall have been in the office of the Auditor for the Post Office Department." (Executive order, Apr. 28, 1910.)

The position of assorter of bonds at \$800, Division of Loans and Currency, provided for by the appropriation act for the year ended June 30, 1914, appearing to be similar to other positions which are excepted from the apportionment by section 7 of Rule X and minutes of the commission, the same will be regarded as in the nonapportioned service, subject to the restrictions applying to other similar position. (Minute of commission, Jan. 29, 1915.)

8. Unless otherwise specifically provided in this rule, On certificate.
no person shall be transferred except on certificate of the commission previously obtained, and subject to the following limitations:

(a) He must have served for a term of three years in an executive department or independent establishment at Washington, as required by law, before transfer to another such department or establishment. The same restriction shall apply to all other transfers, but may be waived upon a statement of reasons satisfying the commission that a transfer is necessary in the interest of the service. In any case he must have received absolute appointment and have actually served at least six months next preceding the transfer; but the commission may waive this latter requirement in cases of transfer from the Isthmus of Panama or where the person has been separated within a year from a competitive position after six months' service therein, upon the certificate of the proper officer that the separation was caused by necessary reduction of force and not by inefficiency, and may allow transfer to any other department or office upon his passing an examination prescribed by the commission testing his efficiency for the position to which his transfer is proposed, subject to the other provisions of this rule.

Period of service required before transfer.
Amendment of Nov. 10, 1917.

Amendment of Sept. 16, 1910.

The urgent deficiency appropriation act, approved October 6, 1917, contains the following provision:

"That section five of the act of June twenty-second, nineteen hundred and six, prohibiting the transfer of em-

ployees from one executive department to another, shall apply with equal force and effect to the transfer of employees from executive departments to independent establishments and vice versa and to the transfer of employees from

one independent establishment to another: *Provided*, That the United States Shipping Board Emergency Fleet Corporation shall be considered a Government establishment for the purposes of this section."

It has been held by the Attorney General and the Comptroller of the Treasury that executive departments and independent establishments exist only at the seat of government and that field services are under, and not in, a department or Government establishment. The commission has therefore held that the statute does not apply to transfers to or from the field services.

See further provisions of the act of October 6, 1917, concerning prohibition against employment in another department or Government establishment at an increased compensation, p. 28.

The act of June 22, 1906 (34 Stat., 449), prohibits a transfer from one executive department to another until after three years' service. The Attorney General on March 29, 1907 (26 Op., 209), held that this restriction does not apply to transfers between an executive department and an independent commission, bureau, or office, or between two such independent establishments, but that it does apply to the field force of a department; that is, its classified employees under its immediate control, as inspectors, examiners, and agents, although employed usually or invariably away from the seat of government. He also held on May 17, 1907 (26 Op., 254), that the field services under the control of the several departments, including post offices, pension agencies, etc., were not parts of the respective departments, and hence were not covered by the restrictions of the act. The President, by Executive order of September 23, 1907, amending section 8 (a) of the transfer rule to read as above, applied a similar restriction to cases not covered by the act, with power in the commission to waive the requirement of the rule but not that of the act.

Three years' service in the field service and in Washington does not constitute three years' service in the department within the terms of the law, and transfer in such a case can not be permitted. (Minute of commission, June 11, 1907.)

The term of three years' service before transfer from one department to another is not required to be served immediately preceding transfer. (Minute of commission, Sept. 20, 1909.)

The act requiring service for "a term of three years" before transfer

from one department to another, service must be continuous for that period. (Minute of commission, June 2, 1909.)

Temporary service can not be counted as part of the term of three years. (Minute of commission, May 11, 1909.)

Except in transfer from tropical countries, hereafter the three-year limitation will not be waived unless the employee to be transferred is shown to possess special or peculiar qualifications necessary to meet the unusual and extraordinary needs of the service to which transfer is proposed. (Minute of commission, Feb. 26, 1908.)

"When a case is otherwise permissible, transfer from one bureau, office, or branch of the service to another bureau, office, or branch under the same department or independent office may be made without reference to the three-year limitation." (Minute of commission, Dec. 17, 1908.)

"When a transfer is in all other respects permissible under the civil-service rules, it will be the policy of the commission to waive the requirement of six months' service immediately preceding transfer on the case of persons separated by reason of a necessary reduction of force; but all such persons on applying for transfer shall submit to a physical examination, and those of them who are seeking to be transferred to the position of skilled laborer or to some other position requiring physical activity will have to attain a grade of 85 on such physical examination before transfer. In cases where physical activity is not required, the transfer may be made if, all other prerequisites being satisfied, the person seeking transfer is physically fit to discharge the duties of the position to which he seeks to be transferred." (Minute of commission, Nov. 4, 1907.)

The Comptroller of the Treasury answered in the negative the following question: "Can a temporary appointment be made to a position specifically appropriated for by Congress during the absence of the regular incumbent on leave without pay?" He held that no other person could be appointed to the position which such regular employee holds, whether appointed temporarily or not. Therefore an appointment to a statutory position whose incumbent is on leave has the effect of separating the regular incumbent from the service and he can not be regarded as having a duty status while the position is thus occupied by another person. This opinion has an important bearing upon the question of eligibility

for transfer of a person who has been on leave without pay preceding his proposed transfer. (15 Comp. Dec., 855, June 21, 1909.)

The requirement of six months' service next preceding transfer was intended to prevent transfers within six months after reinstatement, and should

not operate to prevent a transfer merely because the employee has served less than six months since a previous transfer. (Minute of commission, Jan. 19, 1909.)

See note to Rule IX on page 64 concerning Executive order of March 21, 1917.

(b) He must be within the age limitations prescribed for examination for the position to which his transfer is proposed.

Transfers within the Postal Service need not be restricted by the age and physical requirements prescribed for

original entrance. (Minute of commission, May 3, 1913.)

(c) The apportionment must be observed, unless waived by the commission upon the certificate of the appointing officer that the transfer is required in the interests of good administration, setting forth in detail the reasons therefor.

A transfer from the nonapportioned to the apportioned service is charged to the apportionment of the State of which the person transferred is a legal resident. If this State has received an excessive share of appointments, such a transfer is not authorized, unless the person whose transfer is sought possesses qualifications not possessed by eligibles tested by competitive examination, and it is not practicable to fill the position by the transfer or promotion of a person in the apportioned service. (Commission's Circular No. 305, Apr., 1909.)

"When an employee is proposed for a transfer involving a charge to the quota of a State or Territory already in excess under the law of apportionment the transfer may be allowed as far as the apportionment is concerned (1) if at the time of the proposed transfer the State or Territory of residence of such employ is within reach of certification from the register appropriate for the position to which transfer is proposed; or (2) if transfer is requested during the life of the register from which he was appointed to the nonapportioned service and if the State or Territory of his residence is reached." (Minute of commission, Mar. 7, 1910.)

"In view of the necessity for change of climate after service in the Tropics, as shown by the orders and practice of the War Department, and as recognized by the commission in transfers from the Philippines, such orders and practice will be regarded as indicating that such transfers are required in the interest of good administration where employees proposed for transfer from the Isthmus have rendered three years or more of satisfactory service and are otherwise eligible. The apportionment will be waived in all such cases." (Minute of commission, July 18, 1910.)

In transfers the average percentage of appointments received by all the States will be taken as fixing the limit of the application of Rule X, section 8, clause (c), if the transfer is manifestly in the interests of the service. (Minutes of commission, Nov. 10 and Dec. 15, 1905.)

The apportionment does not operate against the transfer of veterans entitled to preference under section 1754, Revised Statutes. (Minute of commission, Dec. 14, 1910.)

See also section 9 of this rule and notes to section 2 of Rule VII.

(d) He must pass an appropriate examination whenever different tests are prescribed for original entrance to the position to which transfer is proposed.

See section 6, Rule II.

When transfers or promotions are properly applied for, and are other-

wise permissible, the Civil Service Commission is hereby authorized, in its discretion, looking to the good of

the public service only, to waive requirements for examination and to substitute for such examination so waived such other tests of fitness and capacity as the commission may decide. In each case where such waiver is made the reasons therefor shall be stated at length by the commission

and made matter of record in its minutes. (Executive order, Nov. 22, 1907.)

The residence and domicile restrictions of the act of July 2, 1909 (36 Stat., 1), do not apply to examinations for promotion or transfer. (Minute of commission, July 10, 1909.)

Amendment
of Mar. 23,
1909.

(e) He shall not be transferred unless, in the judgment of the commission, he possesses experience, qualifications, or training which are required for the proper performance of the duties of the position to which transfer is proposed and which render necessary in the interests of the service the filling of the position by his transfer, rather than by an original appointment or promotion in the manner provided by the civil-service act.

The transfer of a person who has been appointed from a register from which, in accordance with section 1, clause (a) of Rule VII, he would have been in turn to be certified for

appointment to the position to which transfer is proposed had his name remained thereon, may be made without reference to the above provision, (Minute of commission, July 3, 1905.)

Legal residence.

9. The person to be transferred from a nonapportioned to an apportioned position shall be required, previous to his transfer, to prove his residence in the same manner as for original appointment.

Philippine service.

10. An officer or employee occupying a competitive position in the Philippine classified service, who has served three years or more therein, may be transferred to the Federal classified service, subject to the provisions of these rules; but the commission may authorize the transfer of an officer or employee who has served two years in the Philippine classified service and who has been separated by necessary reduction of force or by displacement by a Filipino, if he is especially recommended by the War Department because of his efficiency and good character. In all cases of proposed transfer from the Philippine classified service the War Department shall furnish the commission, for its consideration, all relevant information contained in its files, together with the service record of the employee.

* * * "An employee who has had the service required by the rule will be regarded as eligible for reinstatement for the purpose of transfer as long as he remains eligible for reinstatement in the Philippine service." (Minute of commission, Aug. 11, 1908.)

Persons occupying excepted or un-

classified positions in the Philippine service, who entered such positions by transfer from competitive positions, shall be given the same privileges as regards transfer to the Federal civil service as are accorded to occupants of competitive places. (Minute of commission, Oct. 19, 1903.)

Porto Rican service.

11. The commission may, in its discretion, authorize the transfer of employees from the civil service of Porto

Rico to that of the United States, subject to the limitations respecting transfer within the civil service of the United States.

12. A citizen of the United States in the service of the Panama Canal on or before January 1, 1915, in an excepted position other than that of clerk paying not more than \$75 in gold per month may be transferred without examination to a position in the competitive classified service, provided:

(a) This section shall not apply to a person appointed to a competitive position in accordance with the civil-service rules, his transfer to be governed by the general provisions of the rules. ^{Amendment of Jan. 19, 1915.}

(b) This section shall not apply to a person appointed without examination to perform the duties of clerk of any grade, bookkeeper, stenographer, typewriter, surgeon, physician, trained nurse, or draftsman.

(c) He must have rendered at least two years' service in a position above the grade of mere unskilled laborer in the service of the Panama Canal or of the Panama Railroad by transfer from the canal.

(d) He may be transferred to a position of no higher grade requiring similar qualifications or to a position of a lower grade for which he is qualified.

(e) He must be specially recommended by the governor of the Panama Canal by reason of efficient service and satisfactory conduct.

(f) If separated from the service, the requisition for transfer must be made within three years from the date of separation, and if he has been separated more than one year evidence of continuing good character and efficiency may be required.

13. In a case of exceptional merit where an employee has rendered long and faithful service beyond the seas in a civil capacity, under conditions such that his appointment and services were not in contravention of the civil-service rules or Executive orders, he may be given a classified status by the head of the department or office in which such service was rendered, on certification by such officer that the case is one of exceptional merit and with the approval of the commission. The provisions of this section may be applied in the case of Philippine Constabulary officers who have rendered at least seven years of efficient and satisfactory service. ^{Service beyond seas.}

RULE XI.—PROMOTION.

Competitive tests.

1. Competitive tests or examinations shall, as far as practicable and useful, be established to test fitness for promotion in the classified service.

Before a person occupying a sub-clerical position in one department can go therefrom to a clerical position in another department he must have earned his promotion through competitive examination and have been promoted in the department in which he was employed or have been eligible for the next promotion in that department. (Minute of commission, Dec. 22, 1899.)

Temporary service in a higher grade does not forfeit rights of promotion in the former position. (Minute of commission, Nov. 12, 1905.)

In filling vacancies in the regular grades in the Customs Service from among those employed for occasional duty, selections for promotion will be made in the order of seniority, except where the principal officer gives good reasons why the occasional employee longest in the service is not by virtue of ability or efficiency entitled to such promotion. (Minute of commission, Feb. 24, 1897.)

The requirement of absolute appointment before promotion in promotion regulations does not apply to the advancement to positions in the regular force of persons employed for occasional duty. The promotion of persons employed for occasional duty will be made only to the lowest class of the grade in which the occasional employee is serving, or to the lowest class of any other grade not requiring a higher examination. (Minute of commission, May 28, 1897.)

Before regulations adopted.

2. Until regulations to govern promotions are made promotions may be made upon any test of fitness not disapproved by the commission which may be determined upon by the promoting officer, subject to the following limitations:

Age limitations and apportionment.

(a) The age limitations and apportionment must be observed.

Examinations.

(b) In case of promotion to a position for which the entrance tests are different the person to be promoted must first pass an appropriate examination before the commission.

"When transfers or promotions are properly applied for and are otherwise permissible the Civil Service Commission is hereby authorized, in its discretion, looking to the good of the public service only, to waive requirements for

Apprentices may be promoted to journeymen upon the completion of apprenticeship without examination, service for the term of apprenticeship being regarded as a sufficient test of fitness. (Minute of commission, Mar. 3, 1899.)

The requirement in promotion regulations of two years' service prior to examination for promotion from sub-clerical to clerical grades is met by previous employment in a classified position for that period under another appointment. (Minute of commission, Aug. 11, 1899.)

"No laborer thus classified [under the Executive order of Feb. 24, 1906] shall be promoted in grade or transferred without examination by the commission; nor shall any laborer be increased in pay beyond the usual and ordinary pay of the position and duties such laborer customarily fills and discharges." (Executive order, Aug. 28, 1907.)

Preference under section 1754, Revised Statutes, applies only to original entrance to the service and not to promotion. (Minute of commission, Apr. 18, 1896.)

The residence and domicile restrictions of the act of July 2, 1909 (36 Stat., 1), do not apply to examinations for promotion or transfer. (Minute of commission, July 10, 1909.)

examination and to substitute for such examination so waived such other tests of fitness and capacity as the commission may decide." (Executive order, Nov. 22, 1907.)

(c) Any employee in the classified Indian Service may, with the approval of the Secretary of the Interior, be promoted without examination to the position of superintendent of an Indian school, upon a statement of the Commissioner of Indian Affairs that the employee possesses the requisite business and executive qualifications to fill the position, and the commission will on such statement issue the necessary certificate.

No examination required for promotion to superintendent of Indian school.
Amendment of June 13, 1905.

(d) No employee shall be promoted during probation except upon approval of the commission previously obtained.

Promotion during probation.
Amendment of Dec. 28, 1914.

3. No recommendation for the promotion of a classified employee shall be considered by any officer concerned in making promotions, unless it be made by the person under whose supervision such employee has served; and such recommendation by any other person, if made with the knowledge and consent of the employee, shall be sufficient cause for debarring him from the promotion proposed, and a repetition of the offense shall be sufficient cause for removing him from the service.

Recommendations which may not be considered.

Penalties for improper recommendation.

"It is hereby ordered that petitions or other communications regarding public business addressed to the Congress or either House or any committee or Member thereof by officers or employees in the civil service of the United States shall be transmitted through the heads of their respective departments or offices, who shall forward them without delay with such comment as they may deem requisite in the public interest. Officers and employees are strictly prohibited either directly or indirectly from attempting

to secure legislation, or to influence pending legislation, except in the manner above prescribed.

"This order supersedes the Executive orders of January 31, 1902, January 25, 1906, and November 26, 1909, regarding the same general matter." (Executive order, Apr. 8, 1912.)

The proviso of section 6 of the act of August 24, 1912 (37 Stat. L., 555), page 23 *ante*, had the effect of nullifying the Executive order of April 8, 1912. (Minute of the commission, Oct. 12, 1916.)

4. Substitutes shall be promoted to the first vacancies occurring in regular positions in the order of their original appointment, whenever there are substitutes of the required sex who are eligible and will accept, unless such vacancies are filled by promotion, transfer, or re-instatement.

Promotion of substitutes.

A provision of the rules for the employment of substitutes for clerks, copyists, and other employees in the departments, who are temporarily absent on account of sickness or other unavoidable cause, and for the selection of such substitutes from persons regularly certified is not beyond the power of the commission, with the approval of the President, to make, but would be practically inoperative because of the lack of authority on the

part of the heads of the departments to make additional expenditures for the employment of the substitutes. (Opinion Atty. Gen., Mar. 6, 1890, 19 Op., 507.)

"When two or more substitutes are appointed on the same date, they shall be promoted to the regular force in the order of the averages attained by them in the examination, irrespective of the fact that one or more of such substitutes may have been allowed prefer-

ence under section 1754, R. S." (Minute of commission, Dec. 6, 1897.)

Promotions from substitute to regular positions shall be made in the order of date of appointment in the entire office, and not in any one division. (Minute of commission, Aug. 14, 1888.)

A senior substitute may waive his right of promotion to a regular va-

cancy in favor of the substitute standing next, and retain his position at the head of the substitute list. (Minute of commission, Mar. 2, 1895.)

A senior substitute who declines promotion will be considered to have been dropped from the service. (Letter of commission, Aug. 11, 1909, Albany, N. Y.)

Amendment
of June 13,
1904.

5. A person who has been reinstated in the classified service in a grade lower than that from which he had been separated may be promoted to his former grade without examination.

As amended
Nov. 22, 1917.

6. Messenger boys, messenger girls, and operatives in the office of the Auditor for the Post Office Department for the audit of accounts and vouchers of the Postal Service by means of labor-saving devices, appointed without regard to the apportionment, shall not be promoted or transferred to apportioned positions, whether they are residents of States or Territories which are entitled to appointments to apportioned positions or not, and said operatives shall not be assigned to other work.

Syllabus: Promotion from the position of messenger boy, in the classified nonapportioned service, to the position of laborer with classified duties, which is subject to the rule of apportionment, is prohibited by section 6 of Rule XI of the civil-service rules.

An applicant by passing the civil-service examination does not acquire a vested right to promotion in accordance with the rules in force at the time the examination is held. (Opinion Atty. Gen., Jan. 10, 1913; 30 Op., 10.)

During the continuance of the war messenger boys and messenger girls

may, with the consent of the Civil Service Commission, be promoted to apportioned subclerical positions; but they shall not become eligible for apportioned positions outside their own examination grade except upon open competitive examination on the same basis with all other persons.

Under existing conditions it is necessary to waive in some cases paragraph 6 of Civil Service Rule XI, which prohibits the promotion to apportioned positions of messenger boys and girls appointed without regard to the apportionment. (Executive order of Mar. 30, 1918.)

RULE XII.—REMOVALS AND REDUCTIONS.¹

Reasons to
be furnished.

1. Section 6 of the act of August 24, 1912, 37 Stat., 555, provides "That no person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination

¹ Amended July 28, 1914.

of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same: * * *¹

"The commission holds that the probationary period required by law preliminary to permanent appointment is an essential part of the examinations held by the commission to ascertain the fitness of applicants. The first six months of service being regarded as probationary, section 6 of the act of August 24, 1912, is not regarded as applying to probationers. The existing practice under section 1 of Rule VII is not changed by the act, and a probationer may be separated from the service at any time during or at the expiration of the probationary period without further formality than a written notification setting forth the reasons in full.

"In the removal of temporary appointees the commission holds that the law did not contemplate its application to temporary employment, and therefore the procedure required by the law need not be observed as to this class of employees.

"The act is not regarded as applying to cases of suspension. Where the person is later dropped from the classified service, then the requirements of the act would need to be complied with. * * * The requirements of the rule as to the suspension of employees are not inconsistent with the act."

"The words in the statute 'affidavits in support thereof' are regarded as applying to the answer of the accused employee." (Minute of commission, Mar. 28, 1913.)

"* * * The term 'classified civil service' in section 6 of the act of August 24, 1912, was used in the more popular sense of the competitive service, and therefore should not be held to include excepted positions, unless such positions have been filed as competitive positions are filled, in which event, under Rule II, paragraph 3, of

the Civil Service Rules, the person appointed is entitled to all the rights of a competitive employee." (30 Op. Atty. Gen., 181.)

While section 6 of the act of August 24, 1912 (37 Stat., 555), relating to removals, requires that reasons for reduction in rank or compensation be made a part of the records of the proper department or office, it does not require or grant the privilege of answer by the person who is reduced, and the requirement in the act that the person affected shall upon request be furnished a copy of the reasons, does not make it necessary to postpone the reduction until such request is complied with. (Minute of commission, Mar. 17, 1914.)

"No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service." (Executive order, Oct. 13, 1905.)

"No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the boards of examiners for the Diplomatic and Consular Services. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service." (Executive order, Dec. 23, 1910.)

Other causes for removal are enumerated in section 4 of Rule V and section 3 of Rule XI.

¹ See p. 27 for further provisions of this act.

Like penalties for like offenses.

2. In making removals or reductions, and in other punishment, like penalties shall be imposed for like offenses, and no discrimination shall be exercised for political or religious reasons.

In an opinion of the Attorney General of March 24, 1916, the commission's power to investigate alleged violations of this section was upheld. See note to section 2, Rule I.

* * * "In making any reduction of force in any of the executive departments the head of such department shall retain those persons who may be equally qualified who have been honorably discharged from the military or naval service of the United States and the widows and orphans of deceased soldiers and sailors." (Act of Aug. 15, 1876, 19 Stat., 169.)

The removal of an honorably dis-

charged soldier from a position in an executive department "because of his rating as inefficient" is the exercise of a purely executive power, and the reasons for such exercise can not be inquired into by the courts. (*Kelm v. U. S.*, Apr. 9, 1900, 177 U. S., 290.)

Ex-soldiers or sailors or the widows and orphans of deceased soldiers and sailors are not entitled to preference over other persons under section 1754 and other statutes when reductions in salary and rank are to be made, even though their qualifications are equal. (Opinion Atty. Gen., July 28, 1909, 27 Op., 490.)

Temporary suspension.

3. Pending action under section 1 of this rule, or for disciplinary reasons, a person may be suspended for a period not to exceed ninety days, but the reasons for such suspension shall at the time of the suspension be filed in the records of the proper department or office and copies shall be furnished the commission upon request. The period of suspension may be extended beyond ninety days with the prior consent of the commission.

Power to investigate.

4. The commission shall have no jurisdiction to review the findings of a removing officer upon the reasons and answer provided for in section 1 of this rule, nor shall the commission have authority to investigate any removal or reduction, unless it is alleged, with offer of proof, that the procedure required by section 1 of this rule has not been followed or that the removal was made for political or religious reasons.

The commission's authority in the matter of removals and reductions is determined by the civil-service law and rules. These give the commission authority to investigate only when it is alleged that the procedure required by law or rule has not been followed, that unequal penalties have been imposed for like offenses, or that political or religious discrimination has been exercised. The commission has no jurisdiction to investigate the sufficiency of the reasons of a removal or reduction alleged to have been made without due cause. Whether or not the reasons are sufficient is a question for final determination by the appointing officer,

and can not under existing law and rules be made the subject of appeal to or inquiry by the commission.

Complaints as to matters within the commission's jurisdiction should be made in the form of an affidavit stating definitely all the facts and circumstances which are the basis of the complaint, and should be accompanied by the originals or copies of all pertinent papers and by such supporting affidavits and other evidence as the complainant may be able to obtain and present.

The courts have no jurisdiction to review the action of an appointing officer in removing an employee. The

right of appointment necessarily involves the right of removal. This power is absolute, except in so far as restricted by Congress. The civil-service act limits the power of removal in no respect, except for the single cause of failure to contribute money or services to a political party. An employee's fitness, capacity, and attention to his duties are questions of discretion and judgment to be determined by the heads of the departments. Such questions are beyond the power of any court. (*Taylor v. Taft*, Secretary of War, 24 App. D. C., 95.)

Where a charge of delinquency, such as neglect of duty, has been sustained by a department, the commission refuses to hold that the removal was for political reasons. (Minute of commission, June 4, 1903.)

In the case of the *United States v. Wickersham* the United States Supreme Court decided, April 2, 1906, that Mr. Wickersham was entitled to compensation from November 1, 1897,

the date on which he was illegally suspended, in violation of the civil-service rules, from a classified position by the surveyor general of Idaho, until May 10, 1898, the date on which the department offered him another position at Washington, which he declined. The court said in part: "The case comes to this: The appellee, by his appointment, practically made by the Secretary of the Interior in entering his name in the classified list and designating him for the service required, was entitled to the privileges and emoluments of his position until he was legally disqualified by his own action or that of some duly authorized public authority. The attempted suspension, without authority of law, he remaining ready and willing to discharge the duties of the place, could not during the period of such wrongful suspension have the effect to deprive him of the compensation legally belonging to one entitled to hold the position." (201 U. S., 390.)

RULE XIII.—REPORTS OF CHANGES.

1. Every nominating or appointing officer in the executive civil service shall report in detail to the commission, ^{Appointing officers to make. Act, sec. 2, cl. 2, par. 8.} whenever and in such manner as it may prescribe, all changes in the service under his authority, whether they affect positions or employees that are classified, unclassified, excepted, permanent, temporary, or subject to contract.

2. Such officers shall also furnish to the commission, ^{List of all positions.} when requested, a list of all the positions and employments under their authority, together with the names, designations, compensations, duties, and dates of appointment or employment of all persons serving therein.

3. Reports of appointments and changes in status of ^{Statements of duties of laborers.} mere laborers or workmen shall be accompanied by a statement setting forth specifically the kind of labor performed in detail sufficient to enable the commission to determine the status of each position as classified or unclassified; and a similar statement of duties performed by any employee or pertaining to any position in the executive civil service shall be furnished to the commission on request. ^{Changes of duties.} All essential changes of duties pertaining to persons appointed as mere laborers or workmen without examination under the civil-service rules shall be at once reported to the commission.

See notes under Rule II, section 5.

RULE XIV.—TESTIMONY.

Duty of officers and employees in regard to. It shall be the duty of every officer and employee in the executive civil service, and of every applicant or eligible for a position therein, to give to the commission, or its authorized representatives all proper and competent information and testimony in regard to matters inquired of arising under the civil-service act and rules, and to subscribe such testimony and make oath or affirmation to the same before some officer authorized by law to administer oaths.

Act, sec. 2, cl. 4.

It is within the power of the President so to modify the civil-service rules as to impose upon all officers and employees in the public service the duty of giving to the commission or its authorized representatives all proper and competent information in regard to all matters inquired of and to subscribe to and make oath to such testimony before some officer authorized by law to administer oaths. The imposition of such a duty upon every officer and employee in the public service is neither unreasonable nor unsuitable. It is clearly within the exercise of the executive power, and its legality can not be doubted. (Opinion Atty. Gen., Dec. 2, 1901, 23 Op., 595.)

A per diem employee of the Frankford Arsenal, Philadelphia, Pa., absent from duty three and one-fourth hours

under a summons, in giving testimony concerning alleged violations of the civil-service regulations, was denied payment for the time he was away from his regular work, because the duty performed in giving testimony was considered by the Ordnance Department as having no relation to his service as an employee therein. The Comptroller of the Treasury held, however, that he "should be treated as in a duty status and as in the performance of duty under his employment in going, returning, and attending on the commission, and should be paid the pay due him for such time from the appropriation for the Ordnance service governing his employment." (Decision, Compt. Treas., Aug. 17, 1911. See also 17 Comp. Dec., 584; 5 Comp. Dec., 797; 9 Comp. Dec., 276.)

RULE XV.—WITHHOLDING SALARY.

Compensation conditional upon legal appointment. If the commission shall find that any person is holding a position in violation of the civil-service act or of the rules promulgated in accordance therewith, it shall, after notice to the person affected and an opportunity for explanation, certify the facts to the proper appointing officer. If such person be not dismissed within 10 days thereafter, it shall certify the facts to the proper disbursing and auditing officers, and such officers shall not pay or audit the salary or wages of such person thereafter accruing: *Provided*, That if a question of law respecting the power to appoint or employ is raised in any such case, the President or the head of a department may obtain the opinion of the Attorney General thereon.

Act, sec. 7.

"The decisions are uniform that one claiming salary must prove his legal title to the office and that an officer *de facto* can not maintain an action for salary." (Glavey v. U. S., 35 Ct. Cls., 242, citing Romer v. U. S., 24 Ct. Cls.,

336; Stratton v. Oulten, 28 Cal., 51; Bennett's case, 19 Ct. Cls., 388.)

See note to Rule II, section 5.

A person employed by a marshal as his office deputy, without having been certified by the commission as eligible

to employment, although employed in violation of Executive orders, is not employed in violation of law, and is entitled to the expenses incurred by him in serving a warrant of arrest. Decision Compt. Treas., Apr. 1, 1899, 5 Dec., 649.)

In the absence of evidence to the contrary, the accounting officers will,

in the settlement of salary accounts, assume that the civil-service law and rules have been compiled with by the officer having the power of appointment. (Decision Compt. Treas., July 25, 1896, 3 Dec., 52.)

RULE XVI.—REGULATIONS.

1. The commission shall have authority to make regulations for the execution of these rules. Power to make regulations.

2. No modification of the existing regulations in the Navy Department governing the employment of labor at navy yards shall be made without the approval of the commission. Navy-yard regulations.

The classification of persons employed at navy yards as skilled laborers or mechanics may be ordered by the President by revoking or modifying the navy-yard regulations. (Opinion Atty. Gen., July 6, 1909, 27 Op. 446.)

All artisan and supervisory artisan positions under the jurisdiction of the Department of the Navy are hereby included in the competitive classified service of the United States, unless specifically exempted from examination by law or Executive order. Such positions will hereafter be filled in accordance with the regulations which have been approved by me, except that employment from the present registered lists, without classification, is authorized for the limited period necessary to establish eligible lists through open competitive examination in the

manner provided in the regulations.

No artisan or supervisory artisan whose position is included in the classified service by this order shall be classified unless he has established his capacity for efficient service or has been examined and found qualified by the Labor Board and is recommended for classification by the commanding officer under whom he is employed.

Eligible registers under the new regulations will be established, and eligibility from registered lists established under Navy Yard Order No. 23, revised, shall not be extended beyond June 30, 1913. Persons employed before that date from the present registered lists shall not be eligible to classification except in the manner provided in the regulations. * * * (Executive order, Dec. 7, 1912.)

SCHEDULE A.

CLASSIFIED POSITIONS EXCEPTED FROM EXAMINATION UNDER RULE II, SECTION 3.¹

[The classified service does not include positions under the government of the District of Columbia, the Library of Congress, the legislative and judicial branches, the Consular and Diplomatic Services, or the Pan American Union.]

No office or position is excepted unless it is specifically named herein. Not more than one position shall be treated as excepted under the title of any such position unless a different number be indicated.

I. THE ENTIRE CLASSIFIED SERVICE.

1. Two private secretaries or confidential clerks to the head of each of the executive departments and one to each assistant head and one to the Public Printer.

2. One private secretary or confidential clerk to each of the heads of bureaus, appointed by the President in the executive departments, if authorized by law.

3. All persons appointed by the President without confirmation by the Senate.

4. Attorneys, assistant attorneys, and special assistant attorneys.

5. Chinese, Japanese, and Hindu interpreters.

6. Any person receiving for his personal salary compensation aggregating not more than \$300 per annum whose duties require only a portion of his time, or whose services are needed for very brief periods at intervals, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, duties, rate of pay, and place of employment shall be shown in the periodical reports of changes; and in addition, when payment is not at a per annum rate, the total service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.²

7. Any person employed in a foreign country under the State Department, or temporarily employed in a confidential capacity in a foreign country under any department or office; but this exception shall not apply to any person employed in a foreign country contiguous to the United States in the service of the Bureau of Immigration, Department of Labor.

8. Positions the duties of which are of a quasi military or quasi naval character, when in the opinion of the commission they can not be filled from registers of eligibles.³

9. All positions in Alaska which can not be filled from appropriate existing registers, except those in the Customs Service.

¹ See positions also excepted by law and by Executive order from examinations and the civil service act and regulations on pp. 88, 92.

² As amended Oct. 14, 1911.

³ As amended Jan. 10, 1918.

10. A person serving under temporary appointment continuously since May 29, 1899, may be permanently appointed, in the discretion of the appointing officer.

11. A person holding an excepted position, which he entered prior to November 2, 1894, and in which he has since served continuously, may, subject to the other conditions and provisions of these rules, be transferred to a competitive position.

12. Mechanics and skilled tradesmen or laborers,¹ employed upon construction or repair work in the field services, under such restrictive conditions that, in the opinion of the commission, they can not, as a class, be appointed from registers of eligibles.

13. Cooks, when in the opinion of the commission it is not expedient to make appointment upon competitive examination.

14. One driver² of carriage, each, for the personal use of the President, the head of any executive department, the Secretary to the President, and such other drivers of carriages as may from time to time be authorized by competent authority, may be appointed without reference to the civil-service rules or the labor regulations.

15. All officers and employees in the Federal service upon the Isthmus of Panama, except those who are to perform the duties of clerk, bookkeeper, stenographer, typewriter, surgeon, physician, trained nurse, or draftsman. Appointments to clerical positions on the Isthmus of Panama paying not more than \$75 in gold per month may be made without examination under the civil-service rules.³

II. STATE DEPARTMENT.⁴

1. Officers to aid in important drafting work.⁵
2. Assistant solicitors.⁶

III. TREASURY DEPARTMENT.⁶

1. One confidential clerk, if authorized by the Secretary of the Treasury, to each of the following officers:

The collector of each customs district where the receipts for the last preceding fiscal year amounted to as much as \$500,000.

The appraisers at the ports of Boston, New York, and Philadelphia.

One private secretary in the office of the naval officer of customs at the port of New York.

2. One counsel before the Board of United States General Appraisers.
3. In the New York customs district: Stitch counters.⁷
4. Revoked.⁸
5. One private secretary or confidential clerk to the superintendent in each mint and in the assay office at New York.⁹

¹ Skilled laborers. Unskilled laborers are not within the scope of the act and rules.

² This exception applies to chauffeurs as well as to drivers of carriages. (Minute of commission, Jan. 30, 1908.)

³ Amendment of Apr. 5, 1918.

⁴ See excepted positions in this department under heading "The Entire Classified Service."

⁵ As amended Aug. 24, 1912, and Mar. 22, 1917.

⁶ As amended Aug. 24, 1912.

⁷ As amended June 12, 1911.

⁸ Storekeepers and gaugers, Internal-Revenue Service, whose compensation did not exceed \$3 per diem when actually employed and whose aggregate compensation did not exceed \$500 per annum were excepted from examination. This provision was revoked in view of the decision of the department to make no further appointments. (Executive order, Feb. 21, 1917.)

⁹ As amended Feb. 20, 1913.

6. Any local physician employed for temporary duty as acting assistant surgeon in the Public Health Service at stations or localities where, in the opinion of the commission, the establishment of registers is impracticable.

7. In the Public Health Service: Attendants employed at not more than \$50 per month in the United States or at any salary elsewhere; scientific assistants employed temporarily for periods not to exceed six months, or longer with the prior approval of the commission, in investigations of contagious or infectious diseases and matters pertaining to the public health; and any person temporarily employed in the work of preventing or suppressing a threatened or actual epidemic of any disease for which the appropriation for the prevention of epidemics is available.¹

8. In the Alaska customs service all persons appointed or employed for the season of navigation only.

9. One examiner of tobacco and one examiner of tea in the customs service at the port of Chicago.

10. Mounted inspectors in the customs service on the Mexican border.

11. Civilian instructors in the United States Revenue-Cutter Service.

12. National-bank examiners and receivers under the office of the Comptroller of the Currency.

13. All persons actually employed in the Public Health Service at the leprosy investigation station, Molokai, Hawaii.

14. Informers and posse men, and special employees employed temporarily for detective work in the Internal-Revenue Service, under the appropriation for detecting and bringing to trial and punishment persons violating the internal-revenue laws.

15. Laborers at \$480 per annum in the customs service, district of Hawaii, who are to perform the duties of opener and packer.

IV. WAR DEPARTMENT.²

1. All cable engineers and cable electricians.

2. All telegraph operators, telegraph linemen, and cable seamen, receiving a monthly compensation of \$60 or less, serving on military telegraph systems or at military stations, and who perform their duties in connection with their private business or with other employment, such duties requiring only a portion of their time. Appointment to such positions shall be subject to noncompetitive examination as to practical skill in the work required therein by a signal officer or acting signal officer, whose certificate as to the professional fitness of the appointee shall be forwarded to the Secretary of War and a duplicate thereof to the Civil Service Commission.

3. Longshoremen employed by the department at ports in the United States, trade, and noneducational employees in the Philippine Islands, all employees on transport ships, and, so far as may be found necessary by the department during the present war, all subclerical and nonclerical employees constituting the working forces for operating the piers at Hoboken, N. J., and at other seaports, but not the executive and clerical forces.³

4. All commissioners and statutory places of secretary for the national military parks, and one assistant secretary to the Chickamauga and Chattanooga National Military Park Commission.⁴

¹ As amended Oct. 18, 1915.

² See excepted positions in this department under heading "The Entire Classified Service."

³ As amended Apr. 24, 1918.

⁴ Superintendents of national cemeteries are appointed by the Secretary of War, under sections 4873 and 4874, Revised Statutes, from soldiers discharged for disability incurred in the line of duty.

5. Consulting architect for work of reconstructing the United States Military Academy at West Point, N. Y.

6. All positions on torpedo and mine planters and cable boats, both navigating and operative, of the Quartermaster Corps of the Army.

7. One law officer in the Bureau of Insular Affairs.

8. One superintendent, one chief chemist and assistant superintendent, and one first assistant chemist, for service in connection with the operation of the Washington filtration plant, under the Engineer Department.

9. Caretakers of abandoned military reservations or of abandoned or unoccupied military posts, when the positions are filled by retired noncommissioned officers or enlisted men.

10. Civilian professors, instructors, and teachers in the United States Military Academy at West Point.

11. Superintendent of construction, Quartermaster Corps, Corregidor, Philippine Islands.

12. Contract surgeons.

13. Clerk qualified as translator of the English, Spanish, and Tagalog languages in the Bureau of Insular Affairs.

14. Watchmen on fortifications under construction and watchmen at warehouses, depots, wharves, and piers belonging to or controlled by the War Department, when the positions are filled by men who have served at least two enlistments in the Army, Navy, or Marine Corps.¹

15. All persons employed at the experimental factory of the Equipment Division of the Signal Corps at McCook Field, Dayton, Ohio, for the period of the war.

16. All persons employed by the Quartermaster Corps of the Army in connection with the prosecution of construction work.²

V. NAVY DEPARTMENT.³

1. Revoked.⁴

2. In the United States Naval Academy:

(a) Professors, instructors, and teachers;

(b) Baker helpers, coffeemen, firemen, linenman, pantrymen, dish pantrymen, scullions, utility men, waiters, and, when promoted from the position of waiter, head and assistant head waiter.⁵

3. All positions in the island of Guam, in the island of Samoa, and in the Virgin Islands.⁶

4. One clerk actually on duty with each assistant paymaster of the United States Marine Corps.⁷

5. Artisan and supervisory artisan positions at the naval stations at Cavite, Olongapo, and Guantanamo.⁸

VI. DEPARTMENT OF JUSTICE.⁹

1. Wardens, chaplains, and physicians in the United States penitentiaries or prisons.

¹ Amendments of June 29 and Oct. 27, 1917.

² Amendment of Jan. 10, 1918.

³ See excepted positions in this department under the heading "The Entire Classified Service."

⁴ Paymasters' clerks acting as principal clerks to general storekeepers at navy yards and naval stations placed in naval service by act of Mar. 3, 1915 (38 Stat., 942).

⁵ Amendment of Feb. 27, 1917.

⁶ Amendment of Apr. 24, 1918.

⁷ Amendment of Apr. 3, 1911.

⁸ Amendment of Feb. 4, 1913.

2. One clerk to each United States district attorney.
3. Examiners.
4. Any person employed as field deputy in the office of a United States marshal or whose chief duties are to serve process.
5. All positions and employments deemed by the Attorney General to be legal or confidential in their character, and which relate to temporary service or which grow out of appropriation acts committing to the Attorney General the execution of some purpose of the law and the expenditure of the funds therefor, but not creating specific positions.

VII. POST OFFICE DEPARTMENT.¹

1. The Assistant Attorney General for the Post Office Department.
2. One private secretary or confidential clerk to the Assistant Attorney General and one to the purchasing agent of the Post Office Department.
3. All employees on star routes and in post offices of the third and fourth classes, other than postmasters of the fourth class, except those in Alaska, Guam, Hawaii, Porto Rico, and Samoa.²
4. One auditor at the post office in New York City.
5. Clerks in charge of contract stations, appropriated for as such and so reported.

VIII. DEPARTMENT OF THE INTERIOR.¹

1. The Superintendent of the Hot Springs Reservation.
2. Inspectors whose duties are of a confidential nature in the office of the Secretary of the Interior and who are appropriated for by the Congress.²
3. Inspectors of coal mines in the Territories.
4. Temporary clerks employed in the United States local land offices to reduce testimony to writing in contest cases, not paid from Government funds.
5. Indians employed in the Indian Service at large, except those employed as superintendents, teachers, manual-training teachers, kindergartners, physicians, matrons, clerks, seamstresses, farmers, and industrial teachers.
6. Special commissioners to negotiate with Indians, as the necessity for their employment may arise.
7. One financial clerk at each Indian agency to act as agent during the absence or disability of the agent.
8. Physicians employed in the Indian Service and receiving not more than \$720 per annum salary, who may lawfully perform their official duties in connection with their private practice, such employment, however, to be subject to the approval of the commission.
9. All physicians employed as pension-examining surgeons, whether organized in boards or working individually under the direction of the Commissioner of Pensions. This paragraph shall not include medical examiners in the Pension Office.
10. Revoked.⁴
11. Six special agents of the General Land Office to investigate fraudulent entries and other matters of a criminal nature.

¹ See excepted positions in this department under the heading "The Entire Classified Service."

² Amendment of Oct. 15, 1912.

³ As amended Apr. 10, 1912.

⁴ The exception from examination of five special pension examiners to investigate fraudulent and other pension claims of a criminal nature revoked by Executive order of Apr. 13, 1915.

12. Consulting engineers of the Reclamation Service under the Geological Survey.
13. One confidential clerk and one record clerk to the Superintendent of St. Elizabeth's Hospital.
14. One private secretary to the Director of the Geological Survey.
15. Superintendents of live stock, stockmen, stock detectives, and line riders in the Indian Service.
16. Special officers to assist in the suppression of the liquor traffic in the Indian Service and among the natives of Alaska.
17. Superintendent of Indian Insane Asylum, Canton, S. Dak.
18. Special agent for the Chippewa Indians of Lake Superior.
19. One Indian trade supervisor.
20. Superintendents or officers in charge of national parks or reservations.
21. Chief law officer in the Reclamation Service.
22. Scouts, buffalo keepers, assistant buffalo keepers, and park rangers in the national parks.
23. One histopathologist temporarily engaged in research work at St. Elizabeth's Hospital.
24. One specialist in higher education in the Bureau of Education.
25. The assistant to the Secretary in the office of the Secretary of the Interior.¹
26. All employees of the Neopit Lumber Mills on the Menominee Indian Reservation in Wisconsin.²

IX. DEPARTMENT OF AGRICULTURE.³

1. (a) Agents employed in the field positions the work of which is financed jointly by the department and cooperating persons or organizations outside the Federal service.

(b) Local agents outside of Washington engaged in demonstrating in their respective localities the advantages of scientific methods of agriculture. Agents of this class must be representative farmers whose ability and personality make them leaders in their respective communities.

(c) Local agents, except veterinarians, employed outside of Washington in demonstrating in their respective localities the necessity of eradicating cattle ticks, scabies, hog cholera, and animal tuberculosis, and other contagious or infectious animal diseases.

(d) Agents employed in positions at such isolated places and requiring such knowledge of local conditions that they can not, in the opinion of the commission, be filled by open competitive examination.

(e) Agents employed intermittently for short periods outside of Washington, the aggregate individual length of whose service during any one calendar year shall not exceed six months, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, rate of pay, and place of employment shall be shown in the periodical reports of changes; and in addition the aggregate individual service rendered and the distribution of such service during the year shall be

¹ Amendment of Apr. 21, 1911.

² Amendment of Nov. 19, 1912. The Neopit lumbering project is a commercial enterprise conducted for the profit and sole benefit of the Menominee Tribe of Indians, and its operation is in competition with private enterprises of the same kind. It thus differs from any other enterprise conducted for the benefit of the Indians and it is believed that the work can be carried on more economically and therefore with more benefit to the Indians by excepting these employees from the operation of the civil-service rules.

³ See excepted positions in this department under heading "The Entire Classified Service."

shown in the report of changes at the end of each year or when the employee is separated from the service.

(f) Student assistants whose salary shall not exceed a rate of \$300 a year each while employed.

(g) Agents employed in the field to be known as emergency demonstration agents whose appointments are made for the same purpose and in the same manner as those appointed under clause (a), except that they are not cooperatively financed, appointments of such agents to terminate not later than the beginning of the fiscal year following the termination of the present war between the United States and Germany.¹

Prior consent of the commission must be obtained for the appointment of agents under clause (d) above; and in making appointments under clauses (a), (b), (c), (e), and (f) a full report shall be submitted immediately by the department to the commission setting forth the name, designation, and compensation of the appointee, and a statement of the duties to which he is to be assigned, and of his qualifications for such duties, in such detail as to indicate clearly that the appointment is properly made under one of the above clauses. The same procedure shall be followed in the case of the assignment of any agent to duties of a different character.

2. One statistical agent in each State and Territory where authorized by law.

3. Guards and field assistants for reconnaissance parties employed temporarily during the season of danger from fires or when special work requires additions to the regular forest force. They shall serve only so long as absolutely required and in no case beyond the usual field season. So far as the commission may deem practicable, such appointments shall be made from the registers of eligibles.

4. Special meteorological observers at stations in Alaska, in the West Indies, and in portions of foreign territory bordering on the Gulf of Mexico, and the Caribbean Sea.²

X. THE PANAMA CANAL.

1. Revoked. (Included in paragraph 15, Subdivision I.)³

2. One inspecting engineer and inspectors in the purchasing department.

XI. DEPARTMENT OF COMMERCE.⁴

1. All persons temporarily connected with the field operations of the Bureau of Fisheries who are paid from lump appropriations for miscellaneous expense. No person employed in a position specifically provided for by statute at any station shall be regarded as excepted from examination hereunder.

2. Revoked.⁵

3. Revoked. (See paragraph 2, Subdivision III, Schedule B.)

4. Student assistants in the Bureau of Standards whose salary shall not exceed a rate of \$300 a year each while employed, provided that no person shall be eligible for appointment as student assistant who is not a bona fide student pursuing a technical or scientific course at a high school or college of recognized standing. Appointments under this section shall not continue for a longer period than six months in any one year, except upon prior approval of the commission and then only in exceptionally meritorious cases. All appoint-

¹ Amendment of Aug. 16, 1917.

² Promulgated Oct. 10, 1916.

³ Amendment of Apr. 5, 1918.

⁴ See excepted positions in this department under heading "The Entire Classified Service."

⁵ All positions of shipping commissioner made competitive by Executive order of Jan. 7, 1918.

ments under this section shall be reported to the commission as made with a statement of the education of the appointee and the duties to be performed in each case.¹

XII. INTERSTATE COMMERCE COMMISSION.²

1. Five experts to be members of an advisory board under the act of March 1, 1913, providing for the valuation of the property of carriers.
2. Five members of a board of engineers under said act.
3. One director under said act.
4. One supervisor of land appraisals under said act.
5. One chief accountant under said act.

XIII. DEPARTMENT OF LABOR.³

1. Commissioners of conciliation in labor disputes to be appointed by the Secretary of Labor whenever, in his judgment, the interests of industrial peace may require it.

XIV. UNITED STATES BUREAU OF EFFICIENCY.⁴

1. One private secretary to the Chief of the Bureau of Efficiency.

XV. EXPORTS ADMINISTRATIVE BOARD.⁵

1. One private secretary or confidential clerk to each member of the Exports Administrative Board.

¹ Amendment of June 12, 1917.

² Amendments of Apr. 23 and Oct. 29, 1913.

³ See excepted positions in this department under the heading "The Entire Classified Service."

⁴ Amendment of Sept. 7, 1917.

⁵ Amendment of Oct. 3, 1917.

CLASSIFIED POSITIONS EXCEPTED FROM EXAMINATION BY EXECUTIVE ORDER.¹

TREASURY DEPARTMENT.

Employees in Bureau of Engraving and Printing. (Order of Jan. 15, 1918.)²

WAR DEPARTMENT.

Civilian employees attached to military organizations sent to Europe. (Order of May 11, 1917.)

Inspection staffs heretofore employed by British, French, Russian, and Italian Governments in munition factories. (Order of June 4, 1917.)

Civilian employees of commissions on training camp activities. (Order of Oct. 15, 1917.)

Employees in Gas Defense Service except in Washington office. (Order of Feb. 14, 1918.)

Employees of plants commandeered by Ordnance Department, and employees and agents under contracts either for the construction or for the construction and operation of ordnance plants. (Order of Mar. 19, 1918.)

Employees of United States Government explosive plants. (Order of Mar. 19, 1918.)

Persons to be employed in Canada below the grade of inspector by Ordnance Department (amended by order of May 29, 1918, following). (Order of Dec. 5, 1917.)

Persons to be employed in Canada by Ordnance Department. (Order of May 29, 1918.)

Employees of Research Division, Chemical Warfare Service. (Order of July 19, 1918.)

Nurses, cooks, and other civilians employed for the proper care of sick officers and soldiers under the Army appropriation act for the year ending June 30, 1918. (Order of Jan. 24, 1918.)

POST OFFICE DEPARTMENT.

Newspaper readers and translators selected by Postmaster General for filling confidential positions under the trading with the enemy act. (Order of Oct. 25, 1917.)

Postmaster General authorized to appoint as temporary carrier on a rural route during the absence of the regular carrier on military duty the person on whom the support of the dependents of the regular carrier devolves. (Order of Dec. 1, 1917.)

Employees of postal censorship stations. (Order of Apr. 30, 1918.)

NAVY DEPARTMENT.

Civilian employees of the commissions on training-camp activities. (Order of Oct. 15, 1917.)

Experts and high-grade assistants employed under allotment from President from appropriation for national security and defense. (Order of Apr. 30, 1917.)

¹ Schedule B follows these exceptions.

² The operation of this order is limited to the period of the present war.

INTERIOR DEPARTMENT.

One private secretary to each State explosives inspector employed under the Administration of Explosives Inspection established under the act of October 6, 1917. (Order of Nov. 22, 1917.)

Such persons as may be needed in conducting certain investigations relating to gases and chemicals used in war which have been assigned to the Bureau of Mines, including the explosive regulation and inspection work of that bureau. (Order of Nov. 23, 1917.)

DEPARTMENT OF LABOR.

Employees of United States Employment Service. (Order of Mar. 29, 1918.)¹

Employees of War Labor Administration Service (including working conditions service, information and education service, woman in industry service, investigation and inspection service, personnel service, training and dilution service, and commissioners of conciliation). (Order of July 22, 1918.)¹

GOVERNMENT PRINTING OFFICE.

Persons employed as skilled laborers. (Order of June 24, 1918.)¹

COMMITTEE ON PUBLIC INFORMATION.

All employees. (Order of Apr. 14, 1917.)

COUNCIL OF NATIONAL DEFENSE.

Such employees as in the judgment of those in responsible charge are best adapted to the work. (Order of Apr. 17, 1917.)

FOOD ADMINISTRATION.

Such employees as in the judgment of those in responsible charge are best adapted to the work. (Order of Nov. 10, 1917.)

FUEL ADMINISTRATION.

Such employees as in the judgment of those in responsible charge are best adapted to the work. (Order of Nov. 10, 1917.)

WAR INDUSTRIES BOARD.

Such employees as in the judgment of those in responsible charge are best adapted to the work. (Order of May 31, 1918.)

¹The operation of this order is limited to the period of the present war.

SCHEDULE B.

CLASSIFIED POSITIONS WHICH MAY BE FILLED UPON NONCOMPETITIVE EXAMINATION.¹

The noncompetitive examinations authorized under Rule III, section 2, shall consist of the same tests of fitness as those applied to other persons seeking appointment through competitive examination.

I. INTERIOR DEPARTMENT.

1. Superintendent, teacher, manual-training teacher, kindergartner, physician, matron, clerk, seamstress, farmer, and industrial teacher, in the Indian Service at large when filled by Indians.

2. Junior clerk, messenger, assistant messenger, and messenger boy, in the Office of Indian Affairs when filled by Indians.

3. Any competitive position at an Indian school when filled by the wife of a competitive employee at that school.

4. Miners, whether employed in rescue or first-aid work at rescue stations, on rescue cars, or at experimental mines, under the Bureau of Mines: *Provided*, That should the Civil Service Commission at any time have reason to believe that the privilege so afforded is abused it may revoke it.

5. Six inspectors to act as the immediate and confidential representatives of the Commissioner of Indian Affairs, subject to such evidence of qualifications as the Civil Service Commission may prescribe after consultation with the Commissioner of Indian Affairs.

6. One superintendent of irrigation in the Indian Service, who shall be competent to pass upon water rights.

7. Disciplinarians in the Indian schools subject to such evidence of qualifications as the Civil Service Commission may prescribe after consultation with the Commissioner of Indian Affairs.²

II. INTERSTATE COMMERCE COMMISSION.

1. Not exceeding 20 special agents under the Division of Prosecutions,³ subject to such evidence of qualification as the Civil Service Commission may prescribe after consultation with the Interstate Commerce Commission: *Provided*, That should the Civil Service Commission at any time have reason to believe that the privilege so afforded is abused it may revoke it.

2. Five assistant engineers to be employed under the act of March 1, 1913, providing for the valuation of the property of carriers.⁴

¹ When the Civil Service Commission decides that, because of a public exigency, there is need of the immediate filling of a position for which there is no suitable eligible, the commission may authorize the filling of such position by the appointment of a person shown to be qualified by such noncompetitive tests of fitness as the commission may prescribe. (Executive order, Mar. 26, 1917.)

² Amendment of Dec. 5, 1917.

³ Now Division of Inquiry.

⁴ Amendments of Apr. 23, 1913, and Oct. 29, 1913.

III. DEPARTMENT OF COMMERCE.

1. Clerks to commercial attachés, Bureau of Foreign and Domestic Commerce.¹
2. Trade commissioners, commercial agents, experts, and special agents to investigate trade conditions abroad and in the United States, including the insular possessions, with the object of promoting the foreign commerce of the United States.²

IV. WAR DEPARTMENT.

1. Aeronautical engineers, aeronautical mechanical engineers, aeronautical chemists, instructors in flying, student instructors in flying, aviation mechanicians, inspectors of airplanes and airplane engines, and aeronautical mechanical draftsmen in the aviation section of the Signal Corps.³
2. Positions of military storekeeper in the Signal Service at large, the Medical Department at large, and the Quartermaster Corps of the Army when filled by retired noncommissioned officers of those branches of the service.⁴
3. Production experts in the Signal Service at large.⁵
4. Not to exceed 10 clerical positions in the War College Division, during the continuance of the war only, for highly confidential service.⁶
5. Not to exceed 20 clerical positions in the Military Intelligence Branch, Executive Division, General Staff, during the continuance of the war only, for highly confidential service.⁷

V. DEPARTMENT OF JUSTICE.

1. Any competitive position at a United States penitentiary when filled by a paroled prisoner who is recommended for such employment by the officers of the penitentiary in which the employment is proposed, by the board of parole, and by the Department of Justice.

CLASSIFIED POSITIONS FILLED UPON NONCOMPETITIVE EXAMINATION BY EXECUTIVE ORDER.

NAVY DEPARTMENT.

The following positions may be filled upon noncompetitive examination: Aeronautical engineers, aeronautical mechanical engineers, inspectors of aeroplanes and aeroplane motors, and superintendents and foremen in Government-owned aircraft factories. Order of Aug. 23, 1917.

During the present emergency and for the minimum length of time thereafter, as may be rendered necessary by the needs of the service, the position of aeronautic draftsman may be filled upon noncompetitive examination. Order of Nov. 24, 1917.

¹ Amendment of Sept. 28, 1914.

² Amendment of Sept. 28, 1916.

³ Amendments of Aug. 21, 1918.

⁴ Amendments of Oct. 31, 1916, and May 9, 1917.

⁵ Amendment of Oct. 27, 1917.

⁶ Amendment of Jan. 26, 1918.

⁷ Amendment of Apr. 4, 1918.

STATUTES PERMITTING APPOINTMENTS WITHOUT REFERENCE TO THE CIVIL- SERVICE ACT.

DEPUTY COLLECTORS AND DEPUTY MARSHALS.

Collectors of
internal reve-
nue and mar-
shals may ap-
point bonded
deputies with-
out regard to
civil-service act
and rules.

* * * That hereafter any deputy collector of internal revenue or deputy marshal who may be required by law or by authority or direction of the collector of internal revenue or the United States marshal to execute a bond to the collector of internal revenue or United States marshal to secure faithful performance of official duty may be appointed by the said collector or marshal, who may require such bond without regard to the provisions of an act of Congress entitled "An act to regulate and improve the civil service of the United States," approved January sixteenth, eighteen hundred and eighty-three, and amendments thereto, or any rule or regulation made in pursuance thereof, and the officer requiring said bond shall have power to revoke the appointment of any subordinate officer or employee and appoint his successor at his discretion without regard to the act, amendments, rules, or regulations aforesaid. (38 Stat., 208, act of Oct. 22, 1913.)

Control of
appointing offi-
cer.

FEDERAL RESERVE BOARD.

SEC. 11. The Federal Reserve Board shall be authorized and empowered:

Employment
of employees.

* * * * *

(1) To employ such attorneys, experts, assistants, clerks, or other employees as may be deemed necessary to conduct the business of the board. All salaries and fees shall be fixed in advance by said board and shall be paid in the same manner as the salaries of the members of said board. All such attorneys, experts, assistants, clerks, and other employees shall be appointed without regard to the provisions of the act of January sixteenth, eighteen hundred and eighty-three (volume twenty-two, United States Statutes at Large, page four hundred and three), and amendments thereto, or any rule or regulation

made in pursuance thereof: *Provided*, That nothing herein shall prevent the President from placing said employees in the classified service. (38 Stat., 262, act of Dec. 23, 1913.)

COMMERCIAL ATTACHÉS.

For commercial attachés, to be appointed by the Secretary of Commerce, after examination to be held under his direction to determine their competency, and to be accredited through the State Department, whose duties shall be to investigate and report upon such conditions in the manufacturing industries and trade of foreign countries as may be of interest to the United States; and for one clerk to each of said commercial attachés to be paid a salary not to exceed \$1,500 each; and for necessary traveling and subsistence expenses, rent, purchase of reports, travel to and from the United States, and all other necessary expenses not included in the foregoing; such commercial attachés shall serve directly under the Secretary of Commerce and shall report directly to him, \$100,000. (38 Stat., 500, act of July 16, 1914.)

To be appointed by Secretary of Commerce.

Duties.

FEDERAL TRADE COMMISSION.

Each commissioner shall receive a salary of \$10,000 a year, payable in the same manner as the salaries of the judges of the courts of the United States. The commission shall appoint a secretary, who shall receive a salary of \$5,000 a year, payable in like manner, and it shall have authority to employ and fix the compensation of such attorneys, special experts, examiners, clerks, and other employees as it may from time to time find necessary for the proper performance of its duties and as may be from time to time appropriated for by Congress.

Authority to appoint.

With the exception of the secretary, a clerk to each commissioner, the attorneys, and such special experts and examiners as the commission may from time to time find necessary for the conduct of its work, all employees of the commission shall be a part of the classified civil service, and shall enter the service under such rules and regulations as may be prescribed by the commission and by the Civil Service Commission. (88 Stat., 718, act of Sept. 26, 1914.)

Exceptions from civil-service act and rules.

Classified employees.

LIFE-SAVING SERVICE INCLUDED IN THE COAST GUARD.

Coast Guard,
Revenue, and
Life-Saving
Services, to
compose.

That there shall be established in lieu of the existing Revenue-Cutter Service and the Life-Saving Service, to be composed of those two existing organizations, with the existing offices and positions and the incumbent officers and men of those two services, the Coast Guard, which shall constitute a part of the military forces of the United States and which shall operate under the Treasury Department in time of peace and operate as a part of the Navy, subject to the orders of the Secretary of the Navy, in time of war or when the President shall so direct. (38 Stat., 800, act of Jan. 28, 1915.)

VETERINARY CORPS OF THE ARMY MADE A PART OF THE MEDICAL DEPARTMENT OF THE ARMY.

Appointment,
constitute a
part of the
Army.

SEC. 16. VETERINARIANS: The President is hereby authorized, by and with the advice and consent of the Senate, to appoint veterinarians and assistant veterinarians in the Army, not to exceed, including veterinarians now in the service, two such officers for each regiment of Cavalry, one for every three batteries of Field Artillery, one for each mounted battalion of Engineers, seventeen as inspectors of horses and mules and as veterinarians in the Quartermaster Corps, and seven as inspectors of meats for the Quartermaster Corps; and said veterinarians and assistant veterinarians shall be citizens of the United States and shall constitute the Veterinary Corps and shall be a part of the Medical Department of the Army. (39 Stat., 176, act of June 3, 1916.)

FEDERAL FARM-LOAN BOARD.

Appoint-
ments.

SEC. 3. * * * The Federal Farm Loan Board shall be authorized and empowered to employ such attorneys, experts, assistants, clerks, laborers, and other employees as it may deem necessary to conduct the business of said board. All salaries and fees authorized in this section and not otherwise provided for shall be fixed in advance by said board and shall be paid in the same manner as the salaries of the Federal Farm Loan Board. All such attorneys, experts, assistants, clerks, laborers, and other employees and all registrars, examiners, and appraisers shall be appointed without regard to the provisions of the act of January 16, 1883 (vol. 22, U. S. Stats., L., p.

403), and amendments thereto, or any rule or regulation made in pursuance thereof: *Provided*, That nothing herein shall prevent the President from placing said employees in the classified service. (39 Stat., 361, act of July 17, 1916.)

HEADQUARTERS CLERKS, QUARTERMASTER CORPS, INCLUDED
IN THE MILITARY SERVICE.

Hereafter headquarters clerks shall be known as Army field clerks and shall receive pay at the rates herein provided, and after twelve years of service, at least three years of which shall have been on detached duty away from permanent station or on duty beyond the continental limits of the United States or both, shall receive the same allowances, except retirement, as heretofore allowed by law to pay clerks, Quartermaster Corps, and shall be subject to the Rules and Articles of War. (39 Stat., 625, act of Aug. 29, 1916.)

Allowances, a
part of the
Army.

The Attorney General rendered an opinion June 21, 1917, in which it is held that Army field clerks may, under the provision quoted above, be appointed by the Adjutant General without respect to the rules and regulations of the Civil Service Commission,

and that from the date of their appointment they are solely within the control of the rules and Articles of War and not subject to the rules and regulations of the Civil Service Commission.

SHIPPING BOARD.

SEC. 4. That each member of the board shall receive a salary of \$7,500 per annum. The board shall appoint a secretary, at a salary of \$5,000 per annum, and employ and fix the compensation of such attorneys, officers, naval architects, special experts, examiners, clerks, and other employees as it may find necessary for the proper performance of its duties, and as may be appropriated for by the Congress. The President, upon the request of the board, may authorize the detail of officers of the military, naval, or other services of the United States for such duties as the board may deem necessary in connection with its business.

Authority to
appoint.

With the exception of the secretary, a clerk to each commissioner, the attorneys, naval architects, and such special experts and examiners as the board may from time to time find necessary to employ for the conduct of its work, all employees of the board shall be appointed from lists of eligibles to be supplied by the Civil Service Commission and in accordance with the civil-service law. (39 Stat., 729, act of Sept. 7, 1916.)

Exceptions
from civil-serv-
ice act and
rules.

TARIFF COMMISSION.

Authority to appoint. SEC. 701. That each commissioner shall receive a salary of \$7,500 per year, payable monthly. The commission shall appoint a secretary, who shall receive a salary of \$5,000 per year, payable in like manner, and it shall have authority to employ and fix the compensations of such special experts, examiners, clerks, and other employees as the commission may from time to time find necessary for the proper performance of its duties.

Exceptions from civil-service act and rules. With the exception of the secretary, a clerk to each commissioner, and such special experts as the commission may from time to time find necessary for the conduct of its work, all employees of the commission shall be appointed from lists of eligibles to be supplied by the Civil Service Commission and in accordance with the civil-service law. (39 Stat., 795, act of Sept. 8, 1916.)

IMMIGRATION SERVICE.

SEC. 24. That immigrant inspectors and other immigration officers, clerks, and employees shall hereafter be appointed and their compensation fixed and raised or decreased from time to time by the Secretary of Labor, upon the recommendation of the Commissioner General of Immigration and in accordance with the provisions of the civil-service act of January sixteenth, eighteen hundred and eighty-three: *Provided*, That said Secretary, in the enforcement of that portion of this act which excludes contract laborers and induced and assisted immigrants, may employ, for such purpose and for detail upon additional service under this act when not so engaged, without reference to the provisions of the said civil-service act or to the various acts relative to the compilation of the Official Register, such persons as he may deem advisable, and from time to time fix, raise, or decrease their compensation. * * * *Provided further*, That nothing herein contained shall be construed to alter the mode of appointing commissioners of immigration at the several ports of the United States as provided by the sundry civil appropriation act approved August eighteenth, eighteen hundred and ninety-four, or the official status of such commissioners heretofore appointed. (39 Stat., 893, act of Feb. 5, 1917.)

SPECIAL ARCHITECTURAL AND TECHNICAL SERVICES IN
TREASURY DEPARTMENT.

SEC. 2. That the Secretary of the Treasury is hereby further authorized, without regard to civil-service laws, rules, or regulations, to obtain such special architectural or other expert technical services as he may deem necessary and specially order in writing, and to pay for such services such prices or rates of compensation as he may consider just and reasonable from the appropriation for said building, any statute to the contrary notwithstanding. (40 Stat., 296, act of Sept. 27, 1917.)

Appointment.

BUREAU OF WAR-RISK INSURANCE, TREASURY DEPARTMENT.

* * * With the exception of the director, the commissioners, and such special experts as the Secretary of the Treasury may from time to time find necessary for the conduct of the work of the bureau, all employees of the bureau shall be appointed from lists of eligibles to be supplied by the Civil Service Commission and in accordance with the civil-service law. Such fees, allowances, and salaries shall be the same as are paid for similar services in other departments of the Government. (40 Stat., 400, act of Oct. 6, 1917, amending the act authorizing the establishment of the Bureau of War-Risk Insurance, Treasury Department, approved Sept. 2, 1914.)

Appointment.

METHODS OF CERTIFICATION.

DEPARTMENTAL SERVICE IN WASHINGTON, D. C.

The civil-service act requires that so far as the interests of good administration will warrant appointments to the public service in the departments at Washington shall be apportioned among the several States, Territories, and the District of Columbia upon the basis of population as ascertained at the last preceding census, and that selections for appointment shall be made according to grade from among those graded highest as the results of open competitive examinations.

Experience has shown that it is not in the interests of good administration to undertake to certify in accordance with the apportionment in filling certain positions and classes of positions in Washington, D. C. The positions not so apportioned are named in section 2 of Civil Service Rule VII.

On account of the large amount of work made necessary by military preparations, there was need for the appointment of many thousands of clerical and other employees in the War and Navy Departments, and owing to the emergency, it was extremely important that these appointments be made with the least possible delay. The temporary appointment of a considerable number of local eligibles, particularly stenographers and typewriters and persons with other special qualifications, was unavoidable, because of the difficulty experienced in obtaining eligibles from the various States willing to accept immediate appointment, and under the rule requiring the apportionment of appointments among the States and Territories upon the basis of population, it would be necessary to separate these employees as soon as available eligibles were obtained from States and Territories which were more entitled to appointments. Maryland, Virginia, and the District of Columbia would be last reached for certification, as each had already received a much larger number of appointments than it was entitled to under the apportionment. In this way the Government would lose the services of employees who were just becoming valuable on account of their training in the work upon which they were engaged. If it were not for the apportionment rule, they would in many cases be reached for permanent appointment during their temporary service, and their retention would be possible.

The enforcement of the apportionment rule also frequently results in the appointment of persons barely making a passing grade in the examination in preference to persons from States which have already received their share of appointments who obtained higher ratings. The waiver of the apportionment, which would permit the appointment of many local eligibles who would not otherwise have been reached, would not only result in a more expeditious filling of vacancies but would accomplish the appointment of persons familiar with local conditions who would be more content in their employment and more desirable in many ways, and the commission therefore waived the requirement of apportionment for certifications to the War and Navy Departments. This requirement was also waived for certifications to the Food Administration and the War Trade Board because of the emergency work on which they were engaged and the necessity for filling vacancies without delay, and also because of the uncertain tenure of appointments in many cases, and for the Treasury Department, conditioned upon the department stating the need for such waiver in each case. Certifications for these departments and offices are made in accordance with the ratings attained by eligibles in the examination.

Certifications.—Until requested to certify names for filling it, the commission has no information in regard to any vacancy which may exist in any branch of the service. Whenever an appointing officer desires to fill a vacancy by original appointment he makes requisition upon the commission for a certification of eligibles, specifying the kind of position, the sex desired, and the salary. Upon receipt of such requisition the commission takes from the proper register

of eligibles the names of the *three* persons standing highest of the sex called for, who indicate in their examination papers that they are willing to accept the salary of the position to be filled, and certifies them to the appointing officer who is required to make selection. The appointing officer may select any one of the three names. The two remaining names are returned to the register to await further certification.

The time of examination is not considered in making certifications, as the highest in average percentage on the register must be certified first, although they may not have been the first examined. As a result of one examination an eligible may be certified for appointment three times to each department or office if reached for such certifications during the period of eligibility. An eligible who has been certified three times to the same office or department may be subsequently selected, subject to the approval of the commission, from the certificate on which his name last appeared, if the condition of the register has not so changed as to place him in other respects beyond reach of certification.

When the needs of the service require it, certification may be made from a higher-grade register for filling a lower-grade position.

Method of certification for nonapportioned positions in Washington, D. C.—Certification is made from the appropriate register in order of average percentage without reference to the State residence of eligibles.

Method of certification for scientific or technical positions, and those of stenographer and typewriter at more than \$900 a year; apportioned Departmental Service.—When requisition is received for certification from any register of a scientific or technical character, or for certification for filling a vacancy in the position of stenographer and typewriter at a salary of more than \$900, in the apportioned departmental service, the following method is pursued:

1. Certification is made of the highest eligibles of the sex called for from the entire group of States and Territories that have not received their full share of the total number of appointments actually made, until all the eligibles from such States and Territories with average percentages as much as 75 have been certified.

2. After all the eligibles described in (1) above have thus been certified, then certification is made from the other States, in their order under the apportionment, of eligibles with average percentages of as much as 75, down to the two States having the largest excess of their share of appointments, and the District of Columbia.

3. After all the eligibles described in (2) above have thus been certified, then certification is made, in the order of percentage, of the highest remaining eligibles from the entire group of States in arrears of their share who have percentages of as much as 73.

4. After all eligibles described in (3) above have thus been certified, then certification is made as described in (2) above, down to and including eligibles with percentages of as much as 73.

5. After all eligibles with averages of as much as 73 have thus been certified down to the two States that have received the greatest excess of their share, and the District of Columbia, then certification is made of the highest remaining eligibles from the entire group of States and Territories in arrears of their share; and after all eligibles from such group of States have been certified, then certification is made from each other State in its order under the apportionment.

Only the names of competitors who attain a rating of at least 85 per cent in the subject of stenography and who have had at least two years' practical office experience will be certified for filling vacancies in stenographer and typewriter positions in the departmental service paying \$1,200 a year or more.

Method of certification for other positions in the apportioned Departmental Service.—When requisition is received to fill a vacancy in any position in the apportioned Departmental Service not covered by the method outlined in the foregoing for certification for scientific or technical positions, and those of stenographer and typewriter at more than \$900 a year, the following method is pursued:

1. Certification is made of the highest eligibles from one-half of the entire group of States and Territories that have not received their full share of the total number of appointments actually made (if the number of such States and Territories is uneven, the lesser number is taken) and this method is followed until all the eligibles from such States and Territories have been certified with average percentages of as much as 80.

2. After all the eligibles described in (1) above have thus been certified, then certification is made in the same manner from one-half of the remainder of such group of States and Territories.

3. After all the eligibles described in (2) above have thus been certified, then certification is made in the same manner from the remainder of such group of States and Territories.

4. After all the eligibles described in (3) above have thus been certified, then certification is made as described in (1) above, down to and including eligibles with percentages of as much as 75.

5. After all the eligibles described in (4) above have thus been certified, then certification is made as described in (2) above, down to and including eligibles with percentages of as much as 75.

6. After all the eligibles described in (5) above have thus been certified, then certification is made as described in (3) above, down to and including eligibles with percentages of as much as 75.

7. After all the eligibles described in (6) above have thus been certified, then certification is made from the other States, in their order under the apportionment, of eligibles with an average percentage of as much as 75, down to the two States having the largest excess of their share of appointments, and the District of Columbia.

8. After all the eligibles described in (7) above have thus been certified, then certification is made of the highest remaining eligibles, from the entire group of States in arrears of their share, in the order of percentage, who have percentages of as much as 73.

9. After all the eligibles described in (8) above have thus been certified, then certification is made as described in (7) above, down to and including eligibles with percentages of as much as 73.

10. After all the eligibles have thus been certified with averages of as much as 73, down to the two States that have received the greatest excess of their share, and the District of Columbia, then certification is made of the highest remaining eligibles from the entire group of States and Territories in arrears of their share; and after all eligibles from such group of States and Territories have been certified, then certification is made from each State and Territory in its order under the apportionment.

FIELD SERVICE.

In order to promote the administration of the civil-service rules in the field service and for convenience in holding examinations and making certifications for certain field positions, the commission established 12 civil-service districts with headquarters at advantageous points throughout the country. These districts are as follows:

First district.—Headquarters, Boston, Mass.: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

Second district.—Headquarters, New York, N. Y.: New York and the counties of Bergen, Essex, Hudson, Middlesex, Monmouth, Morris, Passaic, Sussex, and Union in the State of New Jersey.

Third district.—Headquarters, Philadelphia, Pa.: Pennsylvania, Delaware, and the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Ocean, Salem, Somerset, and Warren in the State of New Jersey.

Fourth district.—Headquarters, Washington, D. C.: Maryland, West Virginia, Virginia, North Carolina, and the District of Columbia.

Fifth district.—Headquarters, Atlanta, Ga.: South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.

Sixth district.—Headquarters, Cincinnati, Ohio: Ohio, Indiana, and Kentucky.

Seventh district.—Headquarters, Chicago, Ill.: Wisconsin, Michigan, and the counties of Boone, Bureau, Carroll, Cook, DeKalb, Dupage, Ford, Grundy, Henderson, Henry, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, Knox, Lake, LaSalle, Lee, Livingston, McHenry, Marshall, Mercer, Ogle, Peoria, Putnam, Rock Island, Stark, Stephenson, Warren, Whiteside, Winnebago, and Woodford in the State of Illinois.

Eighth district.—Headquarters, St. Paul, Minn.: Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.

Ninth district.—Headquarters, St. Louis, Mo.: Kansas, Missouri, Oklahoma, Arkansas, and the counties of Adams, Alexander, Bond, Brown, Calhoun, Cass,

Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Dewitt, Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Fulton, Gallatin, Greene, Hamilton, Hancock, Hardin, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Logan, McDonough, McLean, Macon, Macoupin, Madison, Marion, Mason, Massac, Menard, Monroe, Montgomery, Morgan, Moultrie, Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Sangamon, Schuyler, Scott, Shelby, Tazewell, Union, Vermilion, Wabash, Washington, Wayne, White, and Williamson in the State of Illinois.

Tenth district.—Headquarters, New Orleans, La.: Louisiana and Texas.

Eleventh district.—Headquarters, Seattle, Wash.: Wyoming, Montana, Oregon, Idaho, Washington, and Alaska.

Twelfth district.—Headquarters, San Francisco, Cal.: California, Nevada, Colorado, New Mexico, Arizona, and Utah.

The commission is represented in Alaska by the secretary, board of civil-service examiners, office of United States surveyor general, Juneau; in Hawaii, by the secretary, board of civil-service examiners, customhouse, Honolulu; in Porto Rico, by the chairman, Porto Rican civil-service commission, San Juan; in the Canal Zone, by the secretary, board of civil-service examiners, Balboa Heights; in the Philippine Islands, by the director of civil-service, Manila.

In the development of the district system it has been the effort of the commission, through its representatives in the field, to secure a more intimate knowledge of the service and by personal contact with appointing officers and employees to bring about a larger measure of cooperation in the application of the competitive system. It is the duty of the district secretary to keep in close touch with conditions in the various offices in his district and to study the needs of the service with respect to personnel, in order that the commission may be enabled better to meet those needs. He is expected to be acquainted with the members of the various local boards, and, as far as possible, with the personnel of the service in general. He is expected also to familiarize himself with the methods of doing Government business in the offices within his district as well as the conditions of employment outside the Government service so far as they may be comparable with and may affect the personnel of the service.

As personal representatives of the commission a large degree of responsibility rests upon the district secretaries. They must establish cordial relations with appointing officers and secure their cooperation. Through the reports of the district secretaries the commission is better able to understand the nature of the problems confronting field services and to apply the principles of the competitive system more efficiently to peculiar local conditions and requirements. The problems vary radically in different sections and in different branches of the service, and it is essential that the commission should approach them from an intimate knowledge and a sympathetic point of view.

Examinations are held and certifications are made under the district system to fill vacancies in nearly all of the positions in the field service. There are some positions, however, which it has been found impracticable to include under the district system, and certifications for such positions are made from the office of this commission. The following statement indicates the method of certification for field positions:

For filling a vacancy in the Indian Service (except in clerical positions) certification is made of the highest three eligibles on the proper register who indicate a willingness to accept appointment in the State where the vacancy exists. Competitors are given opportunity at the time of their examination to state the locality in which they are willing to accept employment. They may mention the States in which they wish to be employed or state that they are willing to accept employment anywhere in the United States.

This method is also followed in making certifications for the position of lay inspector in the Bureau of Animal Industry of the Department of Agriculture.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States is divided into four districts, the Mississippi River being the dividing line north and south, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California the dividing line east and west.

As a result of examinations for positions in the Canal Zone two lists of eligibles will be established, one containing the names of persons examined in the Canal Zone, the other containing the names of those examined at other places. Those examined in the Canal Zone will be preferred for appointments in the Panama Canal Service in the Canal Zone.

For the Customs Service certification will be made of eligibles examined in the customs district in which the vacancy exists, except that when a customs district extends over parts of two or more civil-service districts certification will be made of eligibles examined in that part of the customs district which is in the civil-service district in which the vacancy exists.

For the Internal-Revenue Service certification will be made of those examined in the internal-revenue district in which the vacancy exists. This does not apply to the Tenth Civil-Service District, where vacancies will be filled by the certification of persons examined in the city in which, or in the vicinity of which, the vacancy exists.

The railway mail clerk register is kept by States, according to the legal residence of the eligibles, and when a vacancy occurs requisition is made for certification from the register of the State in which the vacancy exists. If there is no register in the State in which the vacancy exists, certification is made from an adjoining State having available eligibles.

An eligible on the railway mail clerk register is allowed to have his eligibility transferred from the register of one State to that of another only when he can show that he has been a bona fide resident of the State to which transfer of eligibility is desired for a period of at least six months next preceding the date of the request.

For the positions of clerk, and carrier for city delivery, in post offices, a separate register is established for each classified post office, containing the names of eligibles examined for such office. For certain large post offices separate male clerk and carrier registers are established, while for all other offices in which both clerks and city carriers are employed the names of male eligibles are entered on both the clerk and carrier registers. Copies of registers established for a post office are furnished the postmaster and he makes selection to fill a vacancy from the highest three names on the appropriate register.

In filling a vacancy in the position of rural carrier there will be certified the name of the person standing highest on the register who has his actual domicile in the territory supplied by the post office at which the vacancy exists, together with the names of the two eligibles standing highest on the register for the entire county, who have not expressed unwillingness to accept appointment at such post office. After due opportunity to become eligible has been given to persons having their domicile in the territory of such office and such persons fail to become eligible, the three eligibles standing highest on the county register who have not expressed unwillingness to accept appointment at such office will be certified.

In filling a vacancy in the position of fourth-class postmaster there will be certified the names of three eligibles, if there be that many, standing at the head of the register. Certification will be made without regard to sex, unless specified in the request for certification. Where more than one member of a family is examined for fourth-class postmaster, only the name of the member receiving the highest eligible rating will be entered upon the eligible register. Should this person withdraw his eligibility, the name of the member of the family who received the next highest eligible rating may, upon his request, be entered upon the register.

In filling vacancies in the positions of forest clerk in the Forest Service and field clerk in the Reclamation Service preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

In making certification for filling vacancies in the positions of stenographer, typewriter, and stenographer and typewriter occurring in field services, the regulations outlined in the foregoing paragraphs relative to methods of certification for various branches of the service will apply so far as possible. In case the register for any locality becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant. Each competitor will be given an opportunity at the time of his examination to indicate the localities in which he is willing to accept appointment.

Certifications for filling vacancies in the positions of stenographer, typewriter, and stenographer and typewriter in offices of chiefs of field divisions of the Land-Office Service will be made of eligibles examined at the place at which, or in the immediate vicinity of which, the vacancy exists; and in the absence of

such local eligibles certification will be made of eligibles examined in the State in which the vacancy exists.

Certification for filling vacancies in the position of clerk in the Army Transport Service will be made of eligibles examined in the city, or the vicinity of the city, from which the transport sails.

In filling vacancies in any position filled by educational examination not specifically provided for above, certification will be made of eligibles examined at the place at which, or in the immediate vicinity of which, the vacancy exists, except in the absence of local eligibles after due opportunity of local competition has been afforded, when certification may be made from registers for the nearest locality containing the names of available eligibles.

When certification for filling vacancies in a certain position or class of positions ordinarily is restricted to eligibles examined within a certain prescribed territory, and it is found to be impracticable to obtain sufficient eligibles from examinations held in such territory, then when the territory in which the examination is held is extended by special announcement of an examination in an effort to obtain additional eligibles the territory from which certification will be made is likewise extended for the vacancy or vacancies covered by the announcement, unless the announcement specifies otherwise.

In filling vacancies in noneducational positions for which applications are filed with the district secretary, certification will be made of eligibles readily available for employment—that is, of those who live in the place or in the vicinity of the place of employment and of those who do not live in the place or vicinity but who have presented themselves to a member of the local board of civil-service examiners (or to the employing officer, when there is no local board member) at the place at which employment is desired. An eligible who does not live in the place where he desires employment will not be certified for appointment there until he has personally appeared before a member of the local board of examiners (or the employing officer) at that place, has secured a certificate from the board member (or the employing officer) showing the date on which he appeared, and has filed such certificate with the district secretary. In this connection vicinity is defined as the territory within the usual commuting distance. An employing officer is the official in charge of an office or other establishment.

In filling vacancies in noneducational positions for which applications are filed with local boards, certification will be made in accordance with the special regulations governing.

LABOR REGULATIONS.

REGULATIONS GOVERNING APPOINTMENTS IN WASHINGTON.

[As promulgated Nov. 15, 1904, and amended July 12, 1905, and Oct. 21, 1908.]

In the exercise of power conferred by section 1753 of the Revised Statutes, the President makes the following regulations to govern the selection of unskilled laborers for appointment or employment in the executive civil service with a view of securing physical fitness and efficiency and of excluding other considerations:

REGULATION I.

The head of each department and independent executive office may designate one of its employees to serve as a member of a board of labor employment. The Civil Service Commission shall supervise and direct the work of the board, and its representative on the board, in the absence of other members, shall perform the duties of the board.

REGULATION II.

Applicants must be citizens of the United States, physically and mentally qualified, of good character and habits, and of requisite experience as attested by vouchers. Age limits may be prescribed by the commission with the approval of appointing officers. Deception or fraud in any material fact shall be good cause for refusing the application or for removal from the service.

REGULATION III.

The ratings of applicants shall be based upon their relative ability to perform manual labor as shown by their physical condition, which shall be ascertained by physicians in the Federal service detailed therefor. An applicant away from Washington may be examined by his local physician in the manner prescribed by the board and the ratings based thereon; but after selection and before appointment the applicant must appear before the Government physician in Washington for re-marking, and any serious discrepancy shall disqualify for appointment.

In the examination for laborers the highest mark is 98, and for defects deduction is made from 100 in fives or multiples to 70, all below 70 being rejected. A male to be marked 98 must weigh not less than 160 pounds, be of corresponding stature, and able to lift, shoulder, and easily carry a mail bag and contents weighing 150 pounds. He must be free from physical defects, organic and functional, and in such general condition of vigor and health that there is a reasonable prospect of his being useful for twenty years. Preference is given to

men who are heavier than the average, provided, of course, that the chest expansion is normal and the waist measure not excessive. Females are given a maximum rating of 95. The examination is of a modified character, and the test of strength omitted. The same method of certification is pursued as in the classifier service, except that Civil War veterans are certified next after the veterans preferred under section 1754, Revised Statutes, and both are certified before all others.

REGULATION IV.

The board shall enter upon registers, showing the kind of labor in which proficient, the names of applicants rated at 85 or more in the order of their ratings, except that eligibles preferred under section 1754, Revised Statutes, rated at 85 or more, and honorably discharged veterans of the Civil War rated at 85 or more, shall have priority. The period of eligibility shall be one year. Eligibles on existing labor registers shall be transferred in the order of their physical ratings to the new registers for the remaining period of eligibility.

REGULATION V.

When an appointment or employment of an unskilled laborer is to be made the appointing officer shall request the board to certify eligibles, stating the principal duties of the position. If in the opinion of the board the duties are of the grade performed by classified employees, the facts shall be referred to the Civil Service Commission to determine the status of the position as classified or unclassified under section 3 of civil-service Rule XIII, and the vacancy shall be filled in accordance with such finding.

"Certification from the unskilled-labor register must not be made for positions whose principal duties are:

"Duties which require educational qualifications; duties of watchman, messenger, or similar work; duties pertaining to the mechanical trades or other similar skilled occupations; duties in which the employee exercises supervision; duties requiring dexterity or skill not likely to be possessed by the ordinary day laborer.

"The following summary fairly represents the classes of duties which may be considered unclassified:

"Attending furnace; cleaning apparatus, boilers, bottles, building, cans, floors, offices, rooms, tools, etc.; care of animals, carriages, harness, lights, rooms, water coolers,

etc.; carting; driving; dusting; handling ashes, coal, forage, freight, fuel, heavy cases, hides, ice, merchandise, snow, sugar, cans, etc.; hostler; laying carpets and taking them up; loading and unloading wagons; moving furniture, supplies, etc.; oiling trucks; piling merchandise; policing grounds (i. e., keeping them clean); polishing; porter; public-store laborer (i. e., handling merchandise which is being placed in bond and withdrawn from bond); putting up awnings and taking them down; scrubbing; stableman; storing supplies; sweeping; teaming; trucking; washing cans, windows, globes, etc.; weigher's laborer (i. e., handling merchandise at the scales)." (Commission's circular No. 1725, June, 1910.)

REGULATION VI.

If the status of the position is determined to be that of an unskilled laborer, the board shall certify from the proper register the names of the three persons at the head thereof having the requisite qualifications which have not been three times certified to the appointing officer. The appointing officer shall select one or more of such persons, unless he shall offer objections which the board, with the approval of the commission, may deem sufficient, in which case a new certificate shall be issued omitting the names of those to whom objections have been made.

REGULATION VII.

Appointment or employment for temporary service shall be made as far as practicable as appointments to permanent positions. Where the needs of the service require, the board may authorize the temporary appointment of any eligible or of a person whose name is not on any register; but no person shall render more than 30 days' temporary service in any period of 12 months where appointed out of his turn, or outside these regulations, except as provided in Regulation XI hereof.

REGULATION VIII.

A laborer separated without misconduct shall be eligible to be restored to the register for his remaining period of eligibility, or for reinstatement in the same department or office, upon certificate of the board, within one year from date of separation.

REGULATION IX.

An employee in good standing, after at least six months' service, may be transferred to another department or office, upon certificate of the board, to any position requiring like qualification.

REGULATION X.

Thirty days after the date hereof the board shall organize and be given all existing registers and all applications then in the possession of the existing board for rating and transfer to the new registers. Upon the establishment of such new registers the board shall notify appointing officers that it is prepared to certify eligibles, and thereafter no appointment or employment of an unskilled laborer shall be made except in accordance with these regulations.

REGULATION XI.

SECTION 1. The board, with the authority of the commission, shall have authority to authorize:

(a) The demotion of any person from the classified service to the position of mere unskilled laborer, and the appointment of such person in consequence of such demotion, upon his passing the required physical examination, to the position of mere unskilled laborer, a statement of duties in every instance to be appended to the request of the department for such demotion, showing the duties of the person to be demoted in his former and in his proposed new position.

(b) The temporary appointment of a mere unskilled laborer for a period to exceed 30 days in cases of great and evident necessity.

REGULATIONS FOR FEDERAL OFFICES OUTSIDE OF WASHINGTON.¹

I. BOARD OF LABOR EMPLOYMENT.

SECTION 1. A board of labor employment shall be appointed by the United States Civil Service Commission from the members of its own force for each of the United States civil-service districts, and shall consist of the following officials:

The district secretary of each district, who shall be ex officio chairman of the board of labor employment.

An agent and a recorder, whose various duties shall be prescribed from time to time by the commission.

SEC. 2. In addition to the three members of the board for the entire district, the commission shall, in each city outside of the district headquarters where these regulations are in force, appoint a person in the Federal service in that city as an auxiliary member of the board, who shall serve as a full member of the board in connection with the appointment of unskilled laborers in the service in such city and who shall perform such duties as the commission may from time to time prescribe.

SEC. 3. In the event that in any civil-service district there is not a sufficient number of the commission's employees available detail may be made to the commission's force for the filling of vacancies in the labor employment board until the commission shall have men of its own to relieve such detail.

SEC. 4. Necessary changes from time to time may be made in the personnel of said board by the commission, and all the work and duties of said board shall be performed under the direction and subject to review and final action in each case by the commission.

SEC. 5. At such offices or manufacturing establishments as have regulations governing the classified service and an organized board of examiners, such board may, in the discretion of the commission, also act as a board of labor employment.

II. QUALIFICATIONS OF APPLICANTS.

SECTION 1. No person shall be admitted to examination who is not a citizen of the United States or who is less than 20 or more than 50 years of age,

¹ Regulations promulgated Dec. 12, 1904, and amended on July 12, 1905, and Nov. 22, 1907, were superseded by new regulations promulgated July 3, 1909. These regulations were amended June 15, 1915, to permit extension to branches of service only. They may be applied to such Federal offices as the Civil Service Commission may deem expedient. They are at present in effect in the following cities, the first named in each district being the headquarters of the district and of the board of labor employment for that district:

First district.—Boston, Mass.; Portland, Me.; Providence, R. I.

Second district.—New York, Brooklyn, Buffalo, N. Y.; Newark, N. J.

Third district.—Philadelphia, Allegheny, Pittsburg, Pa.

Fourth district.—Baltimore, Md.; Newport News, and Norfolk, Va.; and immediate vicinity. The employment of unskilled laborers in Washington, D. C., the headquarters of the fourth civil-service district, is governed by the regulations promulgated Nov. 15, 1904.

Fifth district.—Atlanta, Ga.

Sixth district.—Cincinnati, Cleveland, Columbus, Toledo, Ohio; Indianapolis, Jeffersonville, Ind.; Louisville, Covington, Ky.

Seventh district.—Chicago, Ill.; Detroit, Mich.; Milwaukee, Wis.

Eighth district.—St. Paul, Minneapolis, Minn.; Omaha, Nebr.

Ninth district.—St. Louis, Kansas City, Mo.; Kansas City, Kans.

Tenth district.—New Orleans, La.; San Antonio, Tex.

Eleventh district.—Seattle, Wash.; Portland, Oreg.

Twelfth district.—San Francisco, Oakland, Los Angeles, Cal.; Denver, Colo.

On Apr. 26, 1915, the regulations were extended to cover all unskilled-laborer positions in the Assistant Custodian and Janitor Service under the Treasury Department.

except that veterans of the Civil War who have been honorably discharged may be examined without regard to their age.

SEC. 2. The board may refuse to register an applicant for the following reasons:

- (a) Dismissal from the public service—Federal, State, or municipal—for misconduct within one year preceding.
- (b) Physical or mental unfitness.
- (c) Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct.
- (d) Intentionally making a false statement in any material fact or practicing deception or fraud in securing registration or appointment.
- (e) Habitual intoxication.

SEC. 3. Application for examination shall be made in such form and manner and be accompanied by such certificates as the commission may prescribe.

SEC. 4. No information shall be received or considered concerning the political or religious opinions or affiliations of any applicant.

III. RATINGS AND ELIGIBILITY.

SECTION 1. Applicants shall be rated on a scale of 100 upon their physical qualifications and apparent ability to perform manual labor, by a physician designated by the commission. Competitors shall be duly notified of their rating.

See note to Regulation III of regulations effective in Washington, page 104, as to method of rating. The weight of the bag is 150 pounds at Boston, Greater New York, Baltimore, Atlanta, and St. Louis; at all other cities it is 125 pounds.

SEC. 2. Upon completion of the physical examinations the board shall enter upon registers, by sex, the names of applicants rated at 85 or more, as follows:

Male eligibles—

- (a) Persons honorably discharged from the Army or Navy of the United States by reason of wounds or disability incurred in line of duty, in the order of their physical rating.
- (b) Honorably discharged veterans of the Civil War, in the order of their physical rating.
- (c) All others in order of physical rating.

Female eligibles will be entered on the registers in the order of physical rating.

SEC. 3. The period of eligibility shall be one year from the date of entry upon the register; but eligible registers may be extended for a longer time by the direction of the commission, when such action is deemed necessary in the interest of the service.

SEC. 4. A copy of the register shall be kept in a place accessible to the public in the office of the district secretary of the district in which the applicants are eligible, and elsewhere as the commission may direct.

IV. APPOINTMENT.

SECTION 1. Any position or employment of a mere laborer or workman in the unclassified service, unless filled by reinstatement, transfer, promotion, or reduction, shall be filled in the following manner:

(a) The nominating or appointing officer shall request the certification of eligibles, specifying sex and principal duties of the position, and the board shall certify from the proper register the three names at the head thereof, of the sex specified, which may have not been certified three times in the office in which the vacancy exists. The commission may, however, in any civil-service district, certify from its register the three standing highest thereon shown by said register to possess the requisite qualifications for the position to be filled.

Under the provisions of this section certifying, nominating, or appointing officers may call for such vouchers or make such inquiries as they may deem advisable to satisfy themselves as to the possession of qualifications claimed by eligibles. The difficulty encountered in securing satisfactory eligibles for four-line teamsters and deck hands in the Quartermaster Corps at San

Francisco, Cal., has been met by authorizing investigations along the lines set forth above. (Commission Circular No. 1725, June, 1910.)

See note to Regulation V, effective in Washington, page 105, for the nature of duties which may properly be considered unclassified.

(b) The nominating or appointing officer shall make selection from the three names certified, with sole reference to fitness, unless he shall offer written objec-

tions which the board, with the approval of the commission, may deem sufficient, in which case a new certificate shall be issued, omitting the names of those to whom objection has been made.

(c) The person selected for appointment shall be duly notified by the appointing officer, and upon reporting for duty shall be given a fair trial of his conduct and capacity.

SEC. 2. A laborer separated without misconduct may, upon written application, be restored to the register of eligibles for his remaining period of eligibility, or may be reemployed without further certification, in the office from which he was separated at any time within one year.

SEC. 3. When a demand for appointment or employment arises which can not be met in the manner provided in section 1 a person whose name is either not on the register or not in turn for certification may be appointed temporarily; but such appointment shall continue only during the continuance, in the judgment of the commission, of the conditions which necessitated it, and no such person shall be thus employed more than thirty days in any period of twelve months, except as provided in Regulation VI hereof.

SEC. 4. A person appointed to an unclassified position shall not be assigned to work of a classified competitive position, and shall not be transferred or promoted to such a position except in accordance with the Executive order of April 21, 1909, viz:

The Executive order made by President Roosevelt of date March 30, 1905, recites as follows:

"With the view that hereafter under no circumstances whatever shall any unclassified laborer be assigned to classified work, I direct that the additional laborers referred to as shown in reports already made to the Civil Service Commission be regarded as classified in the positions occupied by them on the date of this order, and that they may be promoted to the clerical grade or transferred in the manner provided by the civil-service rules and regulations."

It appears that in certain cases the work of various departments, independent offices, and bureaus is of such character that it can not be economically and conveniently done consistently with a rigorous adherence to the division between classified and unclassified work. In such cases unclassified laborers are engaged for the greater part of their time on unclassified work, but at the same time there is certain classified work which could be more economically and conveniently done if such laborers were permitted to do it incidentally, and not as a part of their main work or employment.

It is therefore ordered that hereafter where such a state of things exists as is above recited unclassified laborers may be assigned to classified work incidentally, but not as a part of their main work, in cases where such work can not be conveniently and economically done by classified employees, but never without the prior consent of the Civil Service Commission, obtained before such assignment, and with a view to the doing of the particular classified work in question by unclassified employees.

* V. REMOVALS.

SEC. 1. No laborer shall be removed except for such cause as, in the judgment of the head of the office, will promote the efficiency of the service, and no trial or hearing shall be required except at the discretion of the officer making the removal.

SEC. 2. The reasons for any removal shall be made of record in the office in which the person is serving, and shall be open to the inspection of the board and the commission.

SEC. 3. Heads of offices shall require assistant superintendents or foremen of divisions or crews to make monthly reports showing specifically the kind of labor performed by the unclassified laborers in their charge, which report shall be open to the inspection of the board and the commission.

VI. DEMOTIONS, TRANSFERS, AND EXTENSIONS OF TEMPORARY SERVICE.

SEC. 1. The commission shall have authority to authorize:

(a) The demotion of any person from the classified service to the position of mere unskilled laborer, and the appointment of such person, in consequence of such demotion, upon his passing the required physical examination, to the position of mere unskilled laborer; a statement of duties in every case to be attached to the application of the department for such demotion, showing the duties of the person proposed to be demoted in the old and new position.

(b) The transfer of any mere unskilled laborer from any office or bureau to another, provided that such unskilled laborer is in good standing and has had at least six months' experience, and the qualifications in the new position are the same as those in the old.

(c) The temporary appointment of a mere unskilled laborer for a period to exceed 30 days in case of great and evident necessity.

"Where eligibles can not be secured within the period of 30 days and no register of eligibles exists, such condition will be construed as bringing the case within the intent of the regulation providing for extension beyond 30 days in cases of great and evident necessity." (Minute of commission, May 19, 1910.)

VII. REPORT OF APPOINTMENTS AND CHANGES.

SEC. 1. If a position of laborer requires, in connection with the usual duties of mere laborer, the performance of work of the grade done by classified employees, it should be filled from a register for the classified service and not under these regulations. No person who is to perform manual labor merely, in cities and branches of the service where the labor regulations are in force, shall be appointed otherwise than in accordance with these regulations.

See note to Regulation V, effective in Washington, page 105 for nature of duties which may properly be considered unclassified.

SEC. 2. Nominating or appointing officers in cities where these regulations are in force shall make monthly reports of appointments and changes in the status of all laborers to the commission and shall state specifically in each case of appointment or change of duties the kind of labor performed and, where the laborer is assigned to more than one kind of work, approximately the length of time assigned to classified and unclassified work daily. The board of labor employment shall have access to the pay roll for the purpose of checking up said reports.

VIII. EXTENSION OF THE REGULATIONS.

The commission is authorized to extend the application of these regulations to any or all Federal offices in other cities than those in which they are now in force.

REGULATIONS GOVERNING THE APPOINTMENT OF POSTMASTERS OF THE FOURTH CLASS.

[As approved by the President Nov. 25, 1912, and amended by the President May 7, 1913.]

All positions of postmaster of the fourth class, except in Alaska, Guam, Hawaii, Porto Rico, and Samoa, having been by the Executive order of October 15, 1912, placed in the competitive classified service and made subject to the civil-service laws and rules, the following regulations shall govern appointments to such positions:

1. Appointment to offices having an annual compensation of as much as \$180 shall be made in the same manner as provided by the civil-service laws and rules for other positions in the competitive classified service: *Provided*, That in the event that for the examination for any such office less than three persons apply, the Civil Service Commission may, in its discretion, authorize selection in accordance with section 2 of these regulations.

2. Appointment to offices having an annual compensation of less than \$180 shall be made in the following manner: When a vacancy has occurred or is about to occur in any such office, the Postmaster General shall direct a post-office inspector to visit the locality and make report for appointment from among the persons filing applications, in the order of their fitness; due notice of such visit shall be made in the locality to be visited; such report shall be based solely upon the suitability of the applicant and his ability to provide proper facilities for transacting the business of the office. The inspector shall make his report in duplicate and accompany each duplicate with a list of all applicants. Such report shall include a statement of the qualifications of each applicant and of the reasons for such report. The Post Office Department shall transmit to the Civil Service Commission one copy of such report showing the action thereon.

3. Whenever persons who are property taxpayers and patrons of a post office having an annual compensation of less than \$180 submit to the Civil Service Commission and to the Post Office Department sworn statements in duplicate,

over their own signatures, that an applicant, an eligible, or an appointee is unsuitable for office, giving specific reasons therefor, the commission may investigate the matter, and if upon the evidence it is shown to the satisfaction of the commission that, in the case of an applicant or an eligible, he is unsuitable for appointment, he shall not be further considered for appointment; and if, in like manner, it is shown to the satisfaction of the commission that an appointee is unsuitable for office he shall be removed after due procedure required by law; and the Post Office Department shall, upon receipt of such sworn statements from patrons, suspend appointment in the case of an applicant or eligible to which such sworn statements may relate until said investigation is made by the Civil Service Commission and reported.

4. In all cases selection for appointment shall be made with sole reference to merit and fitness and without regard to political or religious considerations. No inquiry shall be made as to the political or religious opinions or affiliations of any applicant or eligible and in conformity with section 10 of the civil-service act no recommendation in any way based thereon shall be received or considered by any officer concerned in making selections or appointments. The attention of the writer of any such recommendation shall be invited to the purport of this order, and attention hereto shall be similarly directed in connection with any verbal recommendation. Where it is found that there has been a violation of these provisions by any officer concerned in making selections or appointments, such fact shall be cause for the immediate removal of such officer from the service, and the Civil Service Commission shall make prompt report of any such case for appropriate action to the Postmaster General or, as to presidential appointees, to the President. The appointment of the fourth-class postmaster concerned, if effected, shall be canceled. Persons employed as postmasters of the fourth class, while retaining the right to vote as they please and to express their opinions privately on all political subjects, shall take no active part in political management or in political campaigns. Any such postmaster taking such part shall be removed from the service or otherwise disciplined, recommendation as to the penalty to be imposed in each case to be made by the Civil Service Commission. This section shall apply to all offices of the fourth class of whatever compensation.

5. A postmaster of the fourth class having an annual compensation of less than \$500 shall not be eligible for transfer to any other position in the competitive classified service. A postmaster of the fourth class having an annual compensation of as much as \$500 may, in accordance with law and the civil-service rules, be transferred to a position of rural carrier at the same post office after having passed the examination prescribed for original appointment as rural carrier or its equivalent; and he may be transferred under like restrictions to any other position in the competitive classified service after having served three years in such service.

6. When the annual compensation of an office is increased to as much as \$180 the incumbent of such office shall be given all the rights and privileges of persons appointed to offices with annual compensation of as much as \$180.

7. No person shall be appointed under the regulations of November 25, 1912, as amended, as postmaster of an office of the fourth class where the annual compensation is as much as \$500 after he has reached his sixty-fifth birthday.

The President has issued the following Executive orders:

MAY 7, 1913.

The Executive orders of November 30, 1908, and October 15, 1912, bringing the positions of postmaster of the fourth class into the competitive classified service, are hereby amended by adding thereto the following:

"No person occupying the position of postmaster of the fourth class shall be given a competitive classified status under the provisions of said orders unless he has been appointed as a result of open competitive examination or under the regulations of November 25, 1912, or of January 20, 1909, or until he is so appointed.

"At any post office of the fourth class where the present postmaster was appointed otherwise than as above set forth, appointment shall be made in accordance with the regulations approved November 25, 1912, as amended this date; and for this purpose the Civil Service Commission shall hold an open competitive examination for each such office having an annual compensation of as much as \$180, such examinations for all such post offices to be held by States, as requested by the Postmaster General: *Provided*, That in the event

that for any such examination less than three persons apply the Civil Service Commission may, in its discretion, authorize selection in accordance with the provisions of the regulations as amended this date governing selections for appointment to offices having compensation of less than \$180; and in like manner the regulations of November 25, 1912, as amended this date, shall be applied to each office where the annual compensation is less than \$180 and where the present incumbent was appointed otherwise than as above set forth."

JANUARY 12, 1915.

The Civil Service Commission having reported that at a number of offices no eligibles were secured as a result of the examination for fourth-class postmaster, under the Executive order of May 7, 1913, providing for a competitive examination for each post office where the postmaster was appointer otherwise than under the regulations of November 25, 1912, or of January 20, 1909, that order is hereby amended by adding the following:

"The Civil Service Commission shall hold a second examination for each office which has an annual compensation of as much as \$500 and for which no eligibles were secured as a result of the first examination. The commission may also in its discretion hold a second examination for any office for which no eligibles were secured as a result of the first examination and which has an annual compensation of between \$180 and \$500."

REGULATIONS GOVERNING THE APPOINTMENT OF RURAL CARRIERS.

[Approved Feb. 19, 1912.]

The following regulations govern appointment to the position of carrier in the Rural Delivery Service:

1. Examinations shall be held only as the needs of the service require; where the department orders the establishment of a route embracing territory not previously supplied by Rural Delivery Service a new examination shall be held. An examination shall be held for each county in which eligibles are needed. A person must be examined in the county in which the post office that supplies his home is situated. As a result of such examination he may become eligible to appointment as rural carrier at any post office in such county. Examinations will be held by local examining boards or other representatives of the commission. In counties where no local examining board has been organized a postmaster or other official of the Government may be called upon to act as an examiner.

As men are desired for appointment to this service, women will not be admitted to the examination.

2. The commission may refuse to examine an applicant—

(a) Who is not a citizen of or does not owe allegiance to the United States.
(b) Who is not actually domiciled within the territory supplied by a post office situated in the county for which the examination is held; that is to say, the county for which a person may be examined is the county in which the post office that supplies his home is situated.

(c) Who is on the date of the examination under 18 years of age or over 50 years of age. The maximum age limit is waived in cases of persons honorably discharged from the United States military or naval service.

(d) Who has any of the following defects: Insanity, tuberculosis, paralysis, epilepsy, loss of arm or leg, loss of hand; badly crippled or deformed hands, arms, feet, or legs; uncompensated valvular disease of the heart, locomotor ataxia, cancer, Bright's disease, diabetes, hunchback; seriously defective hearing, sight, or speech; asthma, hernia, or any other defect which would disqualify him for the service.

(e) Who is addicted to the habitual use of intoxicating beverages to excess.

(f) Who has within approximately one year passed a rural-carrier examination.

(g) Who has been dismissed from the Federal service for delinquency or misconduct within one year preceding the date of application. Whether or not an application will be accepted after the expiration of the year from a person dismissed from the service rests with the commission, and each case of this character will be considered on its individual merits.

(h) Who has failed after probation to receive absolute appointment to the position for which he again applies within one year from the date of the expiration of his probationary service.

(i) Who has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or has been guilty of crime or infamous or notoriously disgraceful conduct.

(j) Who has been dishonorably discharged from the military or naval service of the United States.

(k) Who is in any other respect unfit for the service.

3. The applicant must be vouched for by three persons who are citizens of the United States, at least 21 years of age, and who are patrons of a post office in the county for which the examination is held. In his application he must give the names of five other such persons who are acquainted with his character and are capable of judging of his fitness for the service. He must furnish with his application a certificate from a physician showing his physical and mental condition. It is not necessary for all the vouchers or references to patronize one particular post office.

4. The examination shall be identical with the examination for clerk and carrier in first and second class post offices.

5. An eligible register will be established for each county in which rural delivery has been or may hereafter be established. The names of all competitors rated at 70 or more shall be placed on the eligible register in the order of their ratings, but the names of persons preferred under section 1754 of the Revised Statutes rated at 65 or more shall be placed above all others in like order. No preference will be given to a person because of service as a substitute. Each name is retained upon the register for a minimum period of one year from the date of its entering unless in the meantime it is removed by certification, appointment, or otherwise. Names from time to time may be added to the register in the order of their rating as other examinations are held. The period of eligibility will not be extended for a longer time without examination unless it appears that the interest of the service demands such extension.

6. Certification shall be made from a register as it appears on the date on which requisition therefor is received by the commission in accordance with the following:

For each vacancy there will be certified the name of the person standing highest on the eligible register who has his actual domicile in the territory supplied by the post office at which the vacancy exists, together with the names of the two other eligibles standing highest on the register for the entire county, who have not expressed unwillingness to accept appointment at such post office. After due opportunity to become eligible has been given to persons having their domicile in the territory of such office and such persons fail to become eligible, the three eligibles standing highest on the county register who have not expressed unwillingness to accept appointment at such post office will be certified.

7. When a vacancy occurs at a post office, the Post Office Department may, after notifying the commission that the vacancy exists, make a temporary appointment in accordance with the civil-service rules; provided, that in no case shall the services of a temporary carrier be retained for a period longer than 30 days after receipt of the commission's certificate for filling the vacancy permanently.

When it becomes necessary to make a temporary appointment for a period exceeding 30 days, the prior approval of the commission must be obtained. Such appointment will be made from a certificate of eligibles, unless the commission shall decide that there are no available eligibles. Such temporary appointment may continue for a period not to exceed three months, and under unusual circumstances may, with the prior consent of the commission, be continued for an additional period of three months.

A substitute may be assigned for temporary service instead of making temporary appointment as herein provided, except that no person shall serve as a substitute for any one carrier for more than 60 days in any one year.

8. A transfer of a rural carrier may be made after one year's satisfactory service to the positions of clerk or carrier in first and second class post offices, to the position of railway mail clerk, or to other positions in the classified service in accordance with the civil-service rules.

9. Removal or reinstatement of a rural carrier may be made in accordance with the civil-service rules.

REGULATIONS GOVERNING CERTAIN BRANCHES OF THE CLASSIFIED SERVICE OUTSIDE OF WASHINGTON.

Regulations prescribing methods of appointment and promotion have been adopted, with the concurrence of the heads of the departments concerned, for the Ordnance Department at Large, the Engineer Department at Large, the Quartermaster Corps (except the Philadelphia depot, for which there are special regulations), Panama Canal Service, Subtreasury Service, Mint and Assay Service, Navy Yard Service, Lighthouse Service, Reclamation Service, Saint Elizabeths Hospital, Indian Irrigation and Allotment Service, the Coast and Geodetic Survey (in relation to persons employed on vessels), and the Military Academy at West Point.

Regulations governing promotions have been applied to the Navy Department, Department of Agriculture, Bureau of Engraving and Printing, Government Printing Office, and to the customs districts of New York, Massachusetts, Philadelphia, Maryland, New Orleans, San Francisco, Oregon, Washington, and Chicago.

Regulations relating to the appointment and promotion of foremen, mechanics, and laborers are in force at the navy yards.

The regulations for several branches of the classified service provide a system by which applicants for noneducational positions may be registered by local boards of examiners, who rate applicants upon the elements of experience and physical condition and certify eligibles for appointment.

The promotion regulations in general provide for the relative rating of employees on the basis of their services. In the marking, the character, quality, and quantity of work, and the office habits of the employee are considered.

Federal positions in the Philippines, Porto Rico, Hawaii, and other insular possessions are filled in the same manner as positions of the same classes in other localities outside of Washington. Positions in the insular service of the Philippines are regulated by an act and rules promulgated by the Philippine Government and those in Porto Rico by an act of the Porto Rican Legislature in effect January 1, 1908. Insular positions in Hawaii are not classified.

The regulations referred to, unless mentioned below under the publications of the commission, are issued by the departments concerned.

CLASSIFICATION OF THE EXECUTIVE CIVIL SERVICE.

The classification of the civil service, based upon section 163, Revised Statutes, was adopted by each head of a department and Government establishment by direction of the President on June 9, 1896. It arranges officers and employees, other than mere laborers and persons whose appointments are confirmed by the Senate, in classes according to annual salary or compensation, as follows:

- | | |
|---|---|
| A. Less than \$720. | 2. \$1,400 or more and less than \$1,600. |
| B. \$720 or more and less than \$840. | 3. \$1,600 or more and less than \$1,800. |
| C. \$840 or more and less than \$900. | 4. \$1,800 or more and less than \$2,000. |
| D. \$900 or more and less than \$1,000. | 5. \$2,000 or more and less than \$2,500. |
| E. \$1,000 or more and less than 1,200. | 6. \$2,500 or more. |
| 1. \$1,200 or more and less than \$1,400. | |

The classification further provides that no person appointed as a laborer without examination under the rules shall be assigned to work of the same grade as that performed by classified employees, and no person shall be admitted to any place not excepted from examination by the rules until he shall have passed an appropriate examination before the commission and his eligibility has been certified to the appointing officer by the commission.

The Railway Mail Service has a different classification prescribed by section 1402, Revised Statutes, as amended by an act approved August 24, 1912 (37 Stat., 555, and an act approved July 2, 1918. A different classification of the Post Office Service is prescribed by an act of March 2, 1907 (34 Stat., 1205), and amended by an act approved July 2, 1918.

PUBLICATIONS OF THE COMMISSION.

In addition to the annual reports, which may be consulted at the principal public libraries, the commission issued the following publications:

MANUAL OF EXAMINATIONS.

The semiannual manual examinations (Form 302), containing information as to the dates and places of examinations not held under the district system, and the character and scope of each, and showing the number of persons examined, passed, failed, and appointed, respectively, in certain examinations during the last preceding fiscal year has been temporarily discontinued owing to abnormal conditions caused by the war.

INFORMATION FOR APPLICANTS.

For the position of unskilled laborer in the District of Columbia (Labor Form 1); for the position of unskilled laborer outside of the District of Columbia (Labor Form 1a); in regard to examinations held on other than scheduled dates (Form 376); for examination for mechanical trades and other noneducational positions in the departmental and Indian services (Form 1250); for positions under the district system and positions in the Federal service in Alaska, Hawaii, and Porto Rico (Form 1372); for examination for entrance to the Steamboat-Inspection Service (Form 1405); for the railway mail clerk examination (Form 1407); for stenographer and typewriter examinations (Form 1424); for promotion or transfer to the position of post-office inspector (Form 1502); for examination for the position of fourth-class postmaster (Form 1759); in regard to the admission of deaf-mutes to civil-service examinations (Form 1786); relative to employment in the Philippine civil service (Form 1894); for positions in the Post Office Service in the Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, and Twelfth Civil-Service Districts (Form 1898); for the rural carrier examination (Form 1977); for mechanical trades and similar noneducational positions under the district system in the First, Fourth, Sixth, Ninth, and Twelfth Civil-Service Districts (Form 1989); instructions to applicants for the position of unskilled laborer (Form 2089); instructions to applicants for navy yards and naval stations (Form 2012).

MISCELLANEOUS INFORMATION.

Concerning reinstatements (Form 126); concerning transfers (Form 305); concerning removals (Form 505); concerning political assessments and partisan activity of officeholders (Form 1236); concerning veteran preference (Form 1481); regarding the classification, assignment, and appointment of laborers (Form 1725); concerning temporary appointments (Form 1729); for appointing officers with respect to unauthorized appointments (Form 1774); concerning prosecutions in connection with civil-service examinations under provisions of the Criminal Code of the United States (Form 1775); instructions to labor boards (Form 2016); information concerning rural carrier appointments (Form 2028); information concerning transfer of employees and ex-employees of the Panama Canal (Form 2124); method of conducting examinations for unskilled laborer (Form 2128); information concerning transfer for Porto Rican and Philippine Service employees (Form 2146); the civil-service act, rules, and Executive orders.

REGULATIONS.

Governing the employment of mates in the Coast and Geodetic Survey (Form 1470); governing the manner of appointment to the position of carrier in the Rural Delivery Service (Form 1494); governing promotions in the Customs Service in the district of New York (Form 1522); governing promotions and transfers in the Customs Service in districts other than that of New York (Form 1556); governing the appointment of fourth-class postmasters (Form 1752); governing appointments to the Navy Yard Service (Form 2009).

HISTORICAL REGISTER

OF THE

UNITED STATES CIVIL SERVICE COMMISSION.

COMMISSIONERS:

JOHN A. McILHENNY, *Louisiana, President.*
CHARLES M. GALLOWAY, *South Carolina.*
HERMON W. CRAVEN, *Washington.*

GEORGE R. WALES, *Chief Examiner.*
JOHN T. DOYLE, *Secretary.*

List of commissioners, chief examiners, and secretaries since 1883.

Name.	Whence appointed.	Date of oath of office.	Date of retirement.
COMMISSIONERS.			
Dornah B. Faton.....	New York.....	Mar. 9, 1883	Resigned Apr. 17, 1886.
John M. Gregory.....	Illinois.....	do.....	Resigned Nov. 9, 1885.
Leroy D. Thoman.....	Ohio.....	do.....	Do.
Wm. L. Trenholm.....	South Carolina.....	Nov. 9, 1885	Resigned Apr. 17, 1886.
Alfred P. Edgerton.....	Indiana.....	do.....	Removed Feb. 9, 1889.
John H. Oberly.....	Illinois.....	Apr. 17, 1886	Resigned Oct. 10, 1888.
Charles Lyman.....	Connecticut.....	do.....	Resigned May 24, 1895.
Hugh S. Thompson.....	South Carolina.....	May 9, 1889	Resigned June 23, 1892.
Theodore Roosevelt.....	New York.....	May 13, 1889	Resigned May 5, 1895.
George D. Johnston.....	Louisiana.....	July 14, 1892	Removed Nov. 28, 1893.
John R. Procter.....	Kentucky.....	Dec. 2, 1893	Died Dec. 12, 1903.
William O. Rice.....	New York.....	May 16, 1895	Resigned Jan. 19, 1898.
John B. Harlow.....	Missouri.....	May 25, 1895	Resigned Nov. 14, 1901.
Mark S. Brewer.....	Michigan.....	Jan. 19, 1898	Died Mar. 18, 1901.
William A. Rodenberg.....	Illinois.....	Mar. 25, 1901	Resigned Mar. 31, 1902.
William Dudley Foulbe.....	Indiana.....	Nov. 15, 1901	Resigned Apr. 30, 1903.
James Rudolph Garfield.....	Ohio.....	Apr. 24, 1902	Resigned Feb. 25, 1903.
Alford W. Cooley.....	New York.....	June 18, 1903	Resigned Nov. 6, 1906.
Henry F. Greene.....	Minnesota.....	June 20, 1903	Resigned Apr. 30, 1909.
John C. Black.....	Illinois.....	Jan. 16, 1904	Resigned June 10, 1913.
John A. McIlhenny.....	Louisiana.....	Nov. 30, 1906	
James T. Williams, jr.....	North Carolina.....	May 5, 1909	Resigned May 25, 1909.
William S. Washburn.....	New York.....	May 26, 1909	Resigned June 30, 1913.
Charles M. Galloway.....	South Carolina.....	June 20, 1913	
Hermon W. Craven.....	Washington.....	July 3, 1913	
CHIEF EXAMINERS.			
Charles Lyman.....	Connecticut.....	May 11, 1883	Apr. 17, 1886. ¹
William H. Webster.....	do.....	Aug. 28, 1886	Died Mar. 23, 1896.
A. Ralph Serven.....	New York.....	June 8, 1896	Resigned June 7, 1903.
Frank M. Kiggins.....	Tennessee.....	June 8, 1903	Died Oct. 26, 1908.
George R. Wales ²	Vermont.....	Dec. 16, 1908	
SECRETARIES.			
Wm. S. Roulbac.....	North Carolina.....	June 11, 1883	Died Apr. 17, 1884.
Robert D. Graham.....	do.....	Apr. 25, 1884	Resigned Sept. 15, 1886.
John T. Doyle ³	New York.....	Sept. 15, 1886	

¹ Appointed commissioner.

² Mr. Wales, when appointed by the President as chief examiner, had served on the force of the commission for 14 years as clerk, examiner, law clerk, chief of division, and assistant chief examiner.

³ Mr. Doyle was appointed stenographer to the commission Mar. 9, 1883, and promoted upon appointment by the President from that position to secretary.

OPINIONS OF THE ATTORNEY GENERAL.

VALIDITY OF APPOINTMENT UNDER SECTION 9, CIVIL-SERVICE ACT, MORE THAN TWO MEMBERS OF SAME FAMILY ILLEGAL.

DEPARTMENT OF JUSTICE,
July 30, 1918.

To the PRESIDENT.

SIR: I have the honor to reply to your request for my opinion upon a question relating to the propriety of retaining in the service of the Ordnance Department of the War Department Miss Sophie B. Goldman, who is said by the Civil Service Commission to be ineligible to appointment under the provision of section 9 of the civil-service act.

Section 9 of the civil-service act provides:

"Whenever there are already two or more members of a family in the public service in the grades covered by this act, no other member of such family shall be eligible to appointment to any of said grades."

From the papers forwarded by the commission, it appears that at the time Miss Goldman applied for examination she was not within the prohibition of this section. At the time, however, she was informed of its provisions. After the examination she was sent a "report of rating," on the back of which was printed the following:

(After stating the substance of section 9.) "As ineligibility may result from the appointment of some member or members of an applicant's family, prompt report of such appointment must be made to the commission. Eligibles are warned that they should not accept appointment contrary to this provision of law, and that if they are ineligible any expense incurred in reporting for duty or otherwise will be at their own risk."

Thereafter Miss Goldman became ineligible for appointment because of the appointment of her sister in the classified service. She did not obey the direction to inform the Civil Service Commission of that fact. Accordingly on December 3, 1917, she was certified to the War Department as eligible to her present position and was appointed thereto. The certification was warranted by the facts in the possession of the Civil Service Commission.

Before entering upon her duties, however, Miss Goldman was required to sign a "Declaration of appointee," and upon that declaration was required to state the facts as to entry of members of her family into the service of the Government since her examination. She stated truthfully the fact that two members of her family were in the classified service, one of whom entered it since her examination. Her ineligibility ought thereupon to have become apparent to the appointing officer who was required to sign the declaration. The form provided contains just above the line for the appointing officer's signature the following:

"If the answer to question 6 includes two or more names and is not *identical* in every respect with answer to similar question in the application, this form must be submitted for approval before appointment is made."

Not only did Miss Goldman's answer to section 6 disclose her ineligibility but it was, of course, not identical with her answers to that question in her application.

Upon these facts the appointment of Miss Goldman was obviously improper. Nor was she without fault, in that having been informed specifically of the law she had failed to give the commission the required notice of her changed status and as a result had received a certification to which she was not entitled.

But she was appointed and entered upon her duties. The commission upon discovering the facts requested her severance from the service. The War Department has taken the ground that the appointing officer's failure to observe the statement in the declaration of appointee, which disclosed her ineligibility, was a mere inadvertence and that under the opinion of the Attorney General

in the Mostyn case (30 Op., 169), it was entitled to retain Miss Goldman's services. The Civil Service Commission did not accede to this view and my opinion is now asked.

My opinion has also been requested by the Secretary of War upon substantially the same question in the cases of five other clerical employees of the War Department, in each of which cases it is conceded that the appointment was improper, but is contended that the situation resulted from inadvertences similar to that set up in the case of Miss Goldman. In these papers transmitted by the Secretary of War is a reference by the commission to an alleged statement of one of the appointing officers in question to the effect that the requirements of section 9 "did not matter at a time like this." No comment is made by the officers of the War Department upon this statement. Reference is, however, made to the pressure imposed upon appointing officers by the existing crisis. To this the Civil Service Commission replied in effect that the Congress has not yet seen fit to alter the law in this respect. It may be added that I am informed that a bill is now pending which, if it becomes a law, will affect the situation.

Recognizing the difficulty presented by the foregoing circumstances, the officers of the War Department have sought to meet it by suggesting to the appointees that they remove from the parental roof. In all cases but one they have done so. The reason for this suggestion lay in the fact that Attorney General Bonaparte had ruled that one who, to the extent indicated, had severed the family relationship and become, as it were, independent thereof, had ceased to be a member of the "family" within the meaning of section 9. The Civil Service Commission said as to this that such removals in good faith before appointment might, in view of the opinion in question, have been effective, but that under the circumstances they were mere attempts at evasion and could not validate the appointments which, when made, were illegal. And the question is now presented to me.

The Mostyn case, in which the opinion was rendered June 5, 1913 (30 Op., 169), related to a mistake in certification by the Civil Service Commission. It was said by the Attorney General:

"The Civil Service Commission may, at any time prior to appointment, correct a mistake in its certification, but after an appointment has been made and has been accepted by the appointee without any fraud on his part or concealment of material facts, and the matter involved is not jurisdictional, it is then too late for the commission to attempt to correct its certification."

This opinion is one of several of which the Hall case (20 Op., 275) and the Moore case (21 Op., 289) are other examples in which appointments have been made upon certification by the Civil Service Commission which afterwards turned out to be improper. The improprieties need not be further examined than to say that in some of these cases at least there was the element of inadvertence upon which the appointing officers of the War Department now rely. If the view is accepted that the same considerations apply to an inadvertent disregard of the statute by the appointing officers of the executive departments, the principle of these cases could be extended to cover those here in question. It does not, however, seem to me that the situation is exactly analogous either as a matter of law or policy. The civil-service law is primarily a check upon the previously untrammelled discretion of appointing officers. The Civil Service Commission is an administrative agency for the enforcement of that law. It is a single body with comparatively few officers. Appointing officers of the various executive departments are very numerous, and if the principle is once established that inadvertence may be offered as a validation for an otherwise illegal appointment it may well be, as the Civil Service Commission says, that "a mere statement of the officer before whom the declaration of appointee happened to be executed—and there are thousands of such officers—that he inadvertently overlooked the facts before him would validate the appointment and lead to widespread nonobservance of the statute." For these reasons while I do not question the explanation made on behalf of the appointing officers that their action in the instant case was the result of inadvertence I am not inclined to extend the opinions herein referred to beyond the specific facts to which they relate. After all, the plain mandate of the civil-service law has been violated, and it was meant to be obeyed.

The removal of residence after the appointment for the purpose of evading the disability imposed by section 9 does not seem to me adequate, nor is it fairly within Attorney General Bonaparte's ruling in the Stratton case to the effect that a bona fide removal from the family roof-tree and the setting up

of a separate establishment excludes the person so removing from the "family" within the meaning of section 9 so as to make a subsequent appointment valid.

The remedy for the situation now presented, if remedy be required, would seem to be with Congress.

Respectfully,

JOHN W. DAVIS,
Acting Attorney General.

ERROR IN CERTIFICATION CURED BY APPOINTMENT OF ELIGIBLE.

DEPARTMENT OF JUSTICE,
Washington, April 19, 1917.

The Honorable the SECRETARY OF WAR.

SIR: I have the honor to acknowledge the receipt of your letter of March 9, in which you state substantially:

Mr. Andrew J. O'Neill was appointed January 22, 1917, as a clerk at \$1,000 per annum in the office of The Adjutant General, after certification by the United States Civil Service Commission; the certification was to fill a place in the apportioned service and was erroneously made, Mr. O'Neill being ineligible for appointment to that service under the provisions of the first proviso contained in section 7 of the decennial census act approved July 22, 1909 (36 Stat., 3), which reads:

"Hereafter all examinations of applicants for positions in the Government service from any State or Territory shall be had in the State or Territory in which such applicant resides, and no person shall be eligible for such examination or appointment unless he or she shall have been actually domiciled in such State or Territory for at least one year previous to such examination."

Mr. O'Neill claimed residence in Oregon, but took the examination in Washington, D. C., and under the provisions quoted was, of course, ineligible for examination or appointment to an apportioned position.

The Civil Service Commission has requested the War Department to change the appointment to read "temporary appointment under section 1, Rule VIII, pending certification for permanent appointment"; but The Adjutant General thinks it unjust to terminate Mr. O'Neill's appointment because of an error for which he is in no way responsible and in addition it is not desired to lose the benefit of the training which the appointee has received.

My opinion is requested upon the question whether the appointee, although not eligible for appointment, inasmuch as it was made in good faith and without error on the part of the applicant, does not present a case where your department should decline to revoke the appointment on the ground that the statute is directory; that it is not invalid; and that the revocation of the appointment would be in violation of the act of August 24, 1912 (37 Stat., 555), regulating removals from the classified civil service.

You inclose a letter from the Civil Service Commission, signed by its president, setting out substantially the view that the provisions of the act of July 2, 1909, first quoted *supra*, are mandatory and that the error of the commission in making the certification does not cure the disregard of the plain mandate of the statute.

It may be remarked that it is somewhat peculiar that the proviso in section 7 of the act of July 2, 1909, which is here under consideration, is one of six provisos incorporated in that section, which is in the body of an act relating purely to the taking of the thirteenth and subsequent decennial censuses and that no other portion of the act has any relation to anything except census matters. However, it was held by Attorney General Wickersham in an opinion (27 Op., 546, 553) to be the only one of the six provisos which had general application to the apportioned service, and that the other five related solely to appointments in the Census Service.

It is interesting to note, too, that in an opinion rendered November 15, 1909 (28 Op., 78, 82), Attorney General Wickersham felt constrained to reconsider his first interpretation of the proviso and to arrive at the conclusion that it applied only to the examinations for the apportioned service of the Government at Washington and in the Census Bureau, and that on June 17, 1910 (28 Op., 348, 352), he held that a person in the apportioned Census Service whose employment had terminated, although residing in a distant State, might take a new examination and receive a new appointment in the city of Washington in the apportioned service, saying (*ib.*, p. 352):

"I have not overlooked the fact that the last proviso to section 7 provides that upon the termination of the services of the temporary census force the officers and employees therein 'shall not be eligible to appointment or transfer into the classified service of the Government by virtue of their examination or appointment under this act.' But Mrs. Sell is not seeking to be appointed or transferred into the classified service by virtue of her examination or appointment under the census act. She must take a new examination and receive a new appointment. The only question is where she shall take it. To require her to return to Minnesota for the purpose, when she might take it here, is utterly useless from the standpoint of the purpose of the law, since her status as a legal resident of Minnesota is settled."

If the applicant in this case was *bona fide* and actually domiciled in the State of Oregon for at least one year previous to taking the examination for the apportioned civil service in the city of Washington, D. C., I am unable to distinguish between his case and that of the applicant in the opinion last cited, who, it is true, had theretofore held a temporary appointment in the Census Service from the State of Minnesota, of which she was a legal resident, which had terminated, and which the statute distinctly provided conferred no civil-service status on her.

The question here involved, as to whether the proviso under consideration is directory or mandatory, seems to have been thoroughly settled in an opinion rendered by Attorney General Harmon January 9, 1896 (21 Op., 289) in a case wherein the applicant took the examination at St. Louis, Mo., and was placed sixth on the eligible list and was not accordingly entitled to certification under the existing rules of the Civil Service Commission. He was, however, inadvertently certified and received, first, a probational and then an absolute appointment in the apportioned service before it was discovered that he was not eligible. Notwithstanding the civil service act authorized the President to promulgate the rule which was violated, and which consequently had the force of law after its promulgation, and the act itself provided that positions in the classified service "shall be filled by selections according to grade from among those graded highest as the results of such competitive examinations," Attorney General Harmon said (*ib.*, pp. 290, 291):

"There must be some point of time when the mere irregularities in certification must be regarded as cured. The civil-service rules have no greater dignity than the law which authorizes them, and it would be highly unreasonable that persons who have left other employments should be ousted from positions which they are satisfactorily filling simply because it is discovered that employees of the Civil Service Commission have made mistakes in their certifications. To hold that the irregularity in the present case has been cured by the probational and absolute appointments of Mr. Moore and by his long service is in line with the decisions of the courts upon cognate questions, and with the opinion of Attorney General Miller in 20 Opinions, 274, in which it was held that an appointment made contrary to the rule of apportionment enjoined by the statute should not be disturbed because the violation of the rule had been due to mere inadvertence, though the fault was that of the appointee in failing to give notice of a change of residence which occurred between his examination and his appointment. I therefore answer that the appointment should now be considered conclusive."

On December 10, 1891, in a case in which an applicant was appointed to the civil service upon certification from the Wisconsin eligible register, and his appointment charged to the apportionment of that State, although he was examined in Minnesota, it was discovered after the appointment had become absolute that the applicant had given his actual *bona fide* residence as Idaho instead of Wisconsin. Construing that section of the civil service law which provides that appointment to the public service in the departments at Washington shall be apportioned among the several States, Territories, and the District of Columbia upon the basis of population, as ascertained at the last preceding census, Attorney General Miller said (20 Op. 276, 277):

"But while it is the undoubted duty of the executive branch of the Government to give proper effect to this requirement of Congress, it is a very different thing to say that an appointment made in disregard of this rule of apportionment, *through a mere inadvertence*, is to fail entirely and be treated as a nullity.

"Is it reasonable to suppose that Congress was so distrustful of the executive department as to legislate with such an intention?"

"It is true that a failure to obey the statute with regard to apportionment may produce inconvenience and perhaps hardship, but these may and will be repaired by a return to the rule of the statute in making subsequent appointments, and the presumption is not to be tolerated that any officer having the appointing power would fail to do this so soon as practicable.

"It seems to me, therefore, more reasonable to conclude that Congress did not intend that, in such a case as the one before me, where everything was done in good faith, an inadvertent disregard of the rule of apportionment in making an appointment should annul that appointment. I am of opinion, therefore, that the statute is directory only in the above particular; and, consequently, that the appointment of Mr. Hall was not invalid."

In view of the expressions quoted from the opinions of Attorneys General Harmon and Miller, in my opinion, under the peculiar circumstances of this case, where the applicant is wholly without fault and the certification was made through the inadvertence of the Civil Service Commission, disregard of the proviso of section 7 of the act of July 2, 1909, first quoted, was cured, and the appointee should not now be removed from the service.

Respectfully,

T. W. GREGORY, *Attorney General.*

ILLEGAL REMOVAL FROM SERVICE.

DEPARTMENT OF JUSTICE,
Washington, August 15, 1918.

The Honorable the SECRETARY OF THE TREASURY.

SIR: I have the honor to acknowledge receipt of your letter of August 9, 1918, requesting my opinion as to the legality of the removal of Thomas H. O'Neil, formerly employed in the customs service of your Department as a special agent and removed by the Secretary of the Treasury from that position on February 11, 1907.

Under date of September 20, 1917, the Acting Attorney General stated in reply to a request as to the then legal status of the said Thomas H. O'Neil, that he could not be reinstated except by Executive order, issued by the President. The letter of the Acting Attorney General was based upon an opinion of the Solicitor of the Treasury dated August 28, 1917, in which it was stated that up to February, 1909, by reason of a minute adopted by the Civil Service Commission in July, 1902, the position of special employee, which the said O'Neil occupied, was considered as in the excepted class.

The letter of the Acting Attorney General above mentioned specifically stated that his conclusions were based upon the said opinion of the Solicitor of the Treasury, dated August 28, 1917.

It now appears, as set forth in a letter from the Solicitor of the Treasury to the Attorney General, under date of February 25, 1918, that the conclusions arrived at in the opinion of August 28, 1917, were based upon a mistake as to the facts, inasmuch as by an Executive order of May 6, 1896, the position held by Mr. O'Neil, at the date of his removal, had been brought into the classified service.

The said letter of February 25, 1918, further states that the present statute governing removals from the classified service was not in force at the time of O'Neil's removal, but that there was in force Rule XII of the civil-service rules, promulgated by the President, and that sections 2 and 4 of said rule, as amended November 17 1905, read as follows:

"2. No person shall be removed from a competitive position, except for such cause as will promote the efficiency of the service. When the President or head of an executive department is satisfied that an officer or employee in the classified service is inefficient or incapable and that the public service will be materially improved by his removal, such removal may be made without notice to such officer or employee, but the cause of removal shall be stated in writing and filed. When misconduct is committed in the view and presence of the President or head of an executive department, removal may be made summarily, and no statement of reasons need be filed."

"4. The Civil Service Commission shall have no jurisdiction to investigate any removal unless it is alleged that the procedure required by section 2 of Rule XII has not been followed, or that the removal was made for political or religious reasons."

The letter of removal dated February 11, 1907, from the Secretary of the Treasury to the said O'Neil assigned no reason for his removal, but read as follows:

"You are hereby removed from the position of special employee, excepted position, to take effect at the close of business on February 28, 1907."

It does not appear that the cause of removal was stated in writing and filed as provided for in the said section 2 of Rule XII of the civil-service rules, as above set forth, and the reason for this undoubtedly originated in the misconception which appears to have existed at that time that Mr. O'Neil's position was an excepted one, and not within the classified service.

The record shows that the Assistant Secretary of the Treasury, in a letter to John R. Casey, O'Neil's attorney, dated February 21, 1908, stated that the deliberate judgment of the department was "that good administration and the good of the service required that Mr. O'Neil's services be dispensed with." This letter was written almost a year after the date of the removal, and the Solicitor of the Treasury is now of the opinion that the mere fact of preserving such a letter in the files of the department is not a sufficient compliance with the provisions of section 2 of Rule XII requiring "that the cause of removal shall be stated in writing and filed."

In this opinion I concur; and it would seem that the Civil Service Commission agrees with this holding, inasmuch as in a letter to O'Neil, dated July 9, 1917, by the president of the Civil Service Commission, the following statement was made:

"You are informed that the commission finds that your removal was without due compliance with the civil-service rule relating to removal, and finds nothing whatever in the files against your character or record. The Treasury Department has been advised to this effect."

Upon the amended facts, therefore, as furnished from the files of the Treasury Department, and in answer to the specific question contained in your letter of August 9, 1918, it is my opinion that Mr. O'Neil was illegally removed from his position as special agent in the customs department.

Respectfully,

JOHN W. DAVIS, *Acting Attorney General.*

EXECUTIVE ORDERS.

I. GENERAL ORDERS AMENDING THE CIVIL-SERVICE RULES.

REINSTATEMENT OF FORMER PRINTERS' ASSISTANTS AND OPERATIVES OF BUREAU OF ENGRAVING AND PRINTING.

November 9, 1917.

Former printers' assistants and operatives of the Bureau of Engraving and Printing may be reinstated upon certificate of the Civil Service Commission without reference to the year limit upon eligibility to serve during the increase of work incident to the war.

This order is recommended as a war measure by the Secretary of the Treasury and Civil Service Commission.

AMENDMENT TO RULE X SO AS TO BRING THE RULE INTO CONFORMITY WITH THE PROVISIONS OF THE ACT OF OCTOBER 6, 1917, PROHIBITING TRANSFER BEFORE SERVICE OF THREE YEARS.

November 10, 1917.

Clause (a) paragraph 8, of civil-service Rule X, relating to an employee proposed for transfer, is hereby amended to read as follows:

"(a) He must have served for a term of three years in an executive department or independent establishment at Washington, as required by law, before transfer to another such department or establishment. The same restriction shall apply to all other transfers, but may be waived upon a statement of reasons satisfying the commission that a transfer is necessary in the interest of the service. In any case he must have received absolute appointment and have actually served at least six months next preceding the transfer; but the commission may waive this latter requirement in cases of transfer from the Isthmus of Panama or where the person has been separated within a year from a competitive position after six months' service therein upon the certificate of the proper officer that the separation was caused by necessary reduction of force and not by inefficiency, and may allow transfer to any other department or office upon his passing an examination prescribed by the commission testing his efficiency for the position to which his transfer is proposed, subject to the other provisions of this rule."

AMENDMENTS TO RULE VII SO AS TO EXCEPT MESSENGER GIRLS AND FEMALE SKILLED LABORERS FROM THE APPORTIONMENT, AND RULE XI SO AS TO PROHIBIT THE TRANSFER OR PROMOTION OF MESSENGER GIRLS TO APPORTIONED POSITIONS.

November 22, 1917.

Civil service Rule VII, section 2, is hereby amended to read as follows:

"2. Certification for appointment in the departments or independent offices at Washington shall be so made as to maintain, as nearly as the conditions of good administration will warrant, the apportionment of appointments among the several States and Territories and the District of Columbia upon the basis of population: *Provided*, That appointments to the following positions shall not be so apportioned."

In all departments and offices: Apprentice, cabinetmaker, carpenter, electric lineman, electric wireman, electrician's helper, engraver, gardener, messenger boy, messenger girl, painter, plumber, plumber's helper, skilled laborer (female), student, and telephone operator.

In the Government Printing Office, mail-equipment shops, local offices in the District of Columbia, field service of the military staff departments, and at Army headquarters: All positions.

In the Bureau of Engraving and Printing: Operative, plate printer, printer's assistant, and skilled helper.

In the Office of the Auditor for the Post Office Department: Operative for the audit of accounts and vouchers of the postal service by means of labor-saving devices.

Civil service Rule XI, section 6, is hereby amended to read as follows:

"6. Messenger boys, messenger girls, and operatives in the Office of the Auditor for the Post Office Department for the audit of accounts and vouchers of the postal service by means of labor-saving devices, appointed without regard to the apportionment, shall not be promoted or transferred to apportioned positions whether they are residents of States or Territories which are entitled to appointments to apportioned positions or not, and said operatives shall not be assigned to other work."

AMENDMENT OF RULE VII SO AS TO TRANSFER POSITION OF HELPER TO NONAPPORTIONED SERVICE.

March 7, 1918.

Section 2 of civil service Rule VII is hereby amended by striking out the words "electrician's helper" and "plumber's helper" from the second paragraph, and by inserting in said second paragraph, after the word "gardener," the following words "helper (if approved by the commission)."

As amended the second paragraph of section 2 will read as follows:

"In all departments and offices: Apprentice, cabinetmaker, carpenter, electric lineman, electric wireman, engraver, gardener, helper (if approved by the commission), messenger boy, messenger girl, painter, plumber, skilled laborer (female), student, and telephone operator."

PROMOTION OF MESSENGER BOYS AND MESSENGER GIRLS TO APPORTIONED SUBCLERICAL POSITIONS.

March 30, 1918.

During the continuance of the war messenger boys and messenger girls may, with the consent of the Civil Service Commission, be promoted to apportioned subclerical positions; but they shall not become eligible for apportioned positions outside their own examination grade except upon open competitive examination on the same basis with all other persons.

Under existing conditions it is necessary to waive in some cases paragraph 6 of civil-service Rule XI, which prohibits the promotion to apportioned positions of messenger boys and girls appointed without regard to the apportionment.

REINSTATEMENT OF PERSONS WHO RESIGNED TO ENTER MILITARY OR NAVAL SERVICE DURING PRESENT WAR WITH GERMANY.

July 18, 1918.

A person leaving the classified civil service to engage in the military or naval service of the Government during the present war with Germany and who has been honorably discharged may be reinstated in the civil service at any time within five years after his discharge, provided that at the time of reinstatement he has the required fitness to perform the duties of the position to which reinstatement is sought.

II. ORDERS AMENDING SCHEDULE A.

EXCEPTION OF PRIVATE SECRETARY OR CONFIDENTIAL CLERK TO EACH MEMBER OF EXPORTS ADMINISTRATIVE BOARD.

October 3, 1917.

Schedule A of positions excepted from examination under the civil service rules is hereby amended by the addition of a new subdivision and a new paragraph at the end of said schedule, as follows:

IV.

1. One private secretary or confidential clerk to each member of the exports administrative board.

EXCEPTION OF PERSONS EMPLOYED AT EXPERIMENTAL FACTORY, SIGNAL CORPS, DAYTON, OHIO.

October 13, 1917.

Schedule A of classified positions excepted from competitive examination is hereby amended by adding to Subdivision IV a clause to be numbered 15, as follows:

"15. All persons employed at the experimental factory of the Equipment Division of the Signal Corps at McCook Field, Dayton, Ohio, for the period of the war."

This order is a war measure and is recommended by the Secretary of War and the Civil Service Commission.

EXCEPTION OF EMPLOYEES ON TRANSPORT SHIPS.

October 27, 1917.

Paragraph 3 of Subdivision IV of Schedule A is hereby amended by striking out the words "other than clerks," so that as amended the paragraph will read:

"3. United States Army Transport Service: Longshoremen employed by the department at ports in the United States; trade and noneducational employees in the Philippine Islands; all employees on transport ships and, so far as may be found necessary during the present war, all subclerical and nonclerical employees constituting the working forces for operating the piers at Hoboken, N. J., and at other seaports."

CLASSIFICATION OF SHIPPING COMMISSIONERS WHOSE COMPENSATION IS \$2,500 OR OVER.

January 7, 1918.

It is hereby ordered that Schedule "A" of classified positions excepted from examination under Rule II, paragraph 3, be, and the same is hereby, amended by striking from Subdivision XI, relating to the Department of Commerce, the following paragraph:

"2. Shipping commissioners whose compensation for the fiscal year ending June 30, 1907, was, as shown by the records of the Department of Commerce and Labor, \$2,500 or over."

The amendment herein provided for shall not be construed to require any person now holding the office of shipping commissioner to pass an examination in order to retain such office.

EXCEPTION OF PERSONS EMPLOYED BY QUARTERMASTER CORPS IN CONSTRUCTION WORK.

January 10, 1918.

Schedule A of classified positions excepted from competitive examination is hereby amended by adding to Subdivision IV a clause to be numbered 16, as follows:

"16. All persons employed by the Quartermaster Corps of the Army in connection with the prosecution of construction work."

This order is a war measure and is recommended by the Secretary of War. A majority of the Civil Service Commission does not concur in the recommendation.

EXCEPTION OF PERSONS WHOSE DUTIES ARE OF A QUASI MILITARY OR QUASI NAVAL CHARACTER.

January 10, 1918.

Paragraph 8, Subdivision I, Schedule A, of positions excepted from examination under the civil-service rules, which is as follows, is hereby rescinded, being obsolete:

"Any position the duties of which are of a quasi military or quasi naval character, and for the performance of which duties a person is enlisted for a term of years; also positions in the Revenue-Cutter Service, where the persons enlist for the season of navigation only."

The following is substituted for the paragraph thus rescinded:

"8. Positions the duties of which are of a quasi military or quasi naval character, when in the opinion of the commission they can not be filled from registers of eligibles."

This amendment is recommended by the Civil Service Commission with the concurrence of the War and Navy Departments.

REVOCATION OF EXCEPTION OF PERSONS EMPLOYED BY QUARTERMASTER CORPS ON CONSTRUCTION WORK.

January 15, 1918.

The Executive order of January 10, 1918, amending Schedule A of classified positions excepted from competitive examination by adding to Subdivision IV a clause as follows:

"16. All persons employed by the Quartermaster Corps of the Army in connection with the prosecution of construction work," is hereby revoked.

EXCEPTION OF EMPLOYEES ON THE ISTHMUS OF PANAMA SIMILAR TO THE EXCEPTION WHICH HERETOFORE APPLIED ALONE TO THE PANAMA CANAL SERVICE.

April 5, 1918.

Schedule A of classified positions excepted from examination under the civil-service rules is hereby amended by adding to Subdivision I, applying to the entire classified service, a paragraph to be numbered 15, as follows:

"15. All officers and employees in the Federal service upon the Isthmus, of Panama, except those who are to perform the duties of clerk, bookkeeper, stenographer, typewriter, surgeon, physician, trained nurse, or draftsman. Appointments to clerical positions on the Isthmus of Panama paying not more than \$75 in gold per month may be made without examination under the civil-service rules."

The similar provision contained in paragraph 1 of Subdivision X of Schedule A applying to the Panama Canal is revoked as no longer necessary, by reason of being included in the general provision.

This order is recommended by the War Department, with the concurrence of the Civil Service Commission, because of the difficulty in many cases of obtaining persons who are citizens.

EXCEPTION OF SUBCLERICAL AND NONCLERICAL EMPLOYEES FOR OPERATING PIERS.

April 24, 1918.

Schedule A, Subdivision IV, paragraph 3 of positions excepted from the requirement of examination, is hereby amended to read as follows regarding employees under the War Department:

"3. Longshoremen employed by the department at ports in the United States, trade and noneducational employees in the Philippine Islands, all employees on transport ships, and, so far as may be found necessary by the department during the present war, all subclerical and nonclerical employees constituting the working forces for operating the piers at Hoboken, N. J., and at other seaports, but not the executive and clerical forces."

This amendment is based upon the representation by the department that subclerical and nonclerical employees for operating the piers are employed by the engineer depots under the same difficulties and circumstances as those employed in the Army Transport Service.

The Civil Service Commission concurs in the recommendation.

EXCEPTION OF EMPLOYEES IN THE VIRGIN ISLANDS.

June 24, 1918.

Schedule A, Subdivision V, paragraph 3 of positions excepted from the requirement of examination under the civil-service rules is hereby amended to except from examination all positions under the Navy Department in the Virgin Islands. As amended, paragraph 3 will read as follows:

"3. All positions in the Island of Guam, in the Island of Samoa, and in the Virgin Islands."

III. ORDERS AMENDING SCHEDULE B.

APPOINTMENT OF PRODUCTION EXPERTS, SIGNAL SERVICE AT LARGE.

October 27, 1917.

Schedule B of positions subject to noncompetitive examination is hereby amended by the addition of a new paragraph under Subdivision IV, War Department, to be numbered 3, and to read as follows:

"3. Production experts in the Signal Service at Large."

APPOINTMENT OF AERONAUTIC DRAFTSMEN IN NAVY DEPARTMENT.

November 24, 1917.

During the present emergency and for the minimum length of time thereafter as may be rendered necessary by the needs of the service the classified position

of aeronautic draftsman under the Navy Department may be filled upon non-competitive examination.

This order is issued upon the recommendation of the Secretary of the Navy and the Chief of the Bureau of Construction and Repair, who state that on account of the difficulty experienced in inducing qualified men to accept positions subject to the present rules and methods of appointment it is deemed impracticable now to fill these positions by open competitive examination.

APPOINTMENT OF DISCIPLINARIANS IN INDIAN SCHOOLS.

December 5, 1917.

Schedule B of positions subject to noncompetitive examination under the civil-service rules is hereby amended by adding a new paragraph under Subdivision I, Interior Department, to be numbered 7, and to read as follows:

"7. Disciplinarians in the Indian schools subject to such evidence of qualifications as the Civil Service Commission may prescribe after consultation with the Commissioner of Indian Affairs."

APPOINTMENT TO 10 CLERICAL POSITIONS IN THE WAR COLLEGE.

January 26, 1918.

Schedule B, Subdivision IV, War Department, is hereby amended by the addition of a new section, numbered 4, to read as follows:

"4. Not to exceed 10 clerical positions in the War College Division during the continuance of the war only for highly confidential service."

APPOINTMENT TO 20 CLERICAL POSITIONS IN MILITARY INTELLIGENCE BRANCH.

April 4, 1918.

Schedule B, Subdivision IV, of the civil-service rules, of positions subject to noncompetitive examination, is hereby amended by the addition of a new section to read as follows:

"5. Not to exceed 20 clerical positions in the Military Intelligence Branch, Executive Division, General Staff, during the continuance of the war only, for highly confidential service."

APPOINTMENT OF AERONAUTICAL CHEMISTS, WAR DEPARTMENT.

August 21, 1918.

Schedule B of classified positions which may be filled upon noncompetitive examination is hereby amended by inserting in Subdivision IV, War Department, paragraph 1, after the words "aeronautical mechanical engineers," the words "aeronautical chemists." As amended the paragraph will read:

"1. Aeronautical engineers, aeronautical mechanical engineers, aeronautical chemists, instructors in flying, student instructors in flying, aviation mechanicians, inspectors of airplanes and airplane engines, and aeronautical mechanical draftsmen in the aviation section of the Signal Corps."

IV. EXCEPTIONS FROM EXAMINATIONS FOR DURATION OF WAR.

COMMISSIONS ON TRAINING CAMP ACTIVITIES.

October 15, 1917.

Civillian employees of the Commissions on Training Camp Activities may be appointed without regard to the requirements of the civil-service rules.

The staffs of employees of the Commissions on Training Camp Activities, heretofore paid from private funds, are to be taken into the service of the War and Navy Departments and paid from Government appropriations, and it is desired that the established organizations be continued. In the opinion of the Secretary of War and the Secretary of the Navy, it is impracticable to secure qualified employees for this work by competitive examination.

STATE FUEL ADMINISTRATION.

October 25, 1917.

One executive secretary and one private secretary to each of the State fuel administrators may be appointed without examination, and all persons em-

ployed in work financed jointly by the Fuel Administration and cooperating persons or organizations outside the Federal service may be appointed without examination.

NEWSPAPER READERS AND TRANSLATORS.

October 25, 1917.

Newspaper readers and translators selected by the Postmaster General for filling certain confidential positions under the trading-with-the-enemy act may be appointed during the period of the war with Germany without examination under the civil-service law. The Postmaster General states that there are available to the Post Office Department for appointment in these lines men whose loyalty has been proven and who in some cases will accept employment at a nominal salary through patriotic desire to give service at this time.

The Civil Service Commission concurs in the issuance of this order in view of the highly confidential character of the employments and the particular qualifications required.

FOOD AND FUEL ADMINISTRATIONS.

November 10, 1917.

In view of the fact that the Food Administration and the Fuel Administration are created to exist only during the present war with Germany, and that the temporary nature and the peculiarities of the work render it difficult and sometimes impossible to obtain from the competitive classified service of the United States eligibles for positions in these administrations, and because of conditions due to the war, such eligibles are often obtained only after delays which interfere with work of an urgent nature, these administrations are authorized to employ for the period of the war without reference to the requirements of the civil-service laws and regulations such persons as in the judgment of those in responsible charge are best adapted to the work, it being understood that all possible use will be made of the Civil Service Commission and that this order shall not affect any person already employed by or certified to these administrations under the civil-service laws and regulations.

ADMINISTRATION OF EXPLOSIVES INSPECTION.

November 22, 1917.

Upon the recommendation of the Secretary of the Interior, concurred in by the Civil Service Commission, one private secretary at \$1,200 per annum to each State explosives inspector employed under the Administration of Explosives Inspection, act of Congress approved October 6, 1917, may be appointed without examination.

GAS-DEFENSE WORK, BUREAU OF MINES.

November 23, 1917.

The Secretary of the Interior is hereby authorized to employ, without reference to the requirements of the civil-service law such persons as may be needed in conducting certain investigations and construction work relating to gases and chemicals used in war, in behalf of the War and Navy Departments, that have been assigned to the Bureau of Mines, and including the explosives regulation and inspection work of that bureau, it being understood that all possible use will be made of the registers of eligibles of the Civil Service Commission. This authority shall continue only during the period of the present war.

The commission concurs with the Secretary of the Interior in recommending this order, because of the urgent and highly confidential character of the work involved and the fact that the work must be organized and prosecuted with the greatest dispatch and be safeguarded most effectively.

APPOINTMENT OF TEMPORARY RURAL CARRIER DURING ABSENCE OF REGULAR CARRIER ON MILITARY DUTY.

December 1, 1917.

The Postmaster General is hereby authorized, without regard to the requirements of the civil-service rules, to appoint as temporary carrier on a rural route, during the absence of the regular carrier on military duty, the person upon

whom the support of the dependents of the regular carrier devolves, the Postmaster General having ascertained that such person is competent and qualified to perform the duties involved.

PERSONS BELOW GRADE OF INSPECTOR, ORDNANCE DEPARTMENT, TO BE EMPLOYED IN CANADA.

December 5, 1917.

Persons to be employed in Canada in positions below the grade of inspector, Ordnance Department, United States Army, may be appointed without regard to registers of eligibles, when, in the opinion of the commission, such action is necessary.

This order is recommended by the Chief of Ordnance, United States Army, and the Civil Service Commission.

BUREAU OF ENGRAVING AND PRINTING.

January 15, 1918.

During the continuance of the present war the Secretary of the Treasury is authorized to make appointments to the various positions in the Bureau of Engraving and Printing without regard to the requirements of the Civil Service Commission. This order is issued on the recommendation of the Secretary of the Treasury, who states that the department has experienced great difficulty in securing efficient help for the Bureau of Engraving and Printing from the Civil Service Commission and that this action will be greatly in the interest of the service. This is purely an emergency measure and will be revoked as soon as the necessity for it is past.

NURSES, COOKS, AND CIVILIANS EMPLOYED FOR CARE OF SICK OFFICERS AND SOLDIERS.

January 24, 1918.

Appointments or employments under the provision of the Army appropriation act for the year ending June 30, 1918, which provides—

“For the pay of male and female nurses, not including the Nurse Corps (female), of cooks, and other civilians employed for the proper care of sick officers and soldiers under such regulations fixing their number, qualifications, assignment, pay, and allowances as shall have been or shall be prescribed by the Secretary of War * * *.”

may be made without regard to the provisions of the civil-service rules, as by reason of the conditions existing at this time, including the relation of these positions to the military service, it is deemed advisable that they be administered under regulations already approved by the Secretary of War.

This order is issued on the recommendation of the Civil Service Commission.

GAS DEFENSE SERVICE.

February 14, 1918.

During the continuance of the present war the Secretary of War is authorized to make appointments to the various positions in the Gas Defense Service, except those in the Washington office, without regard to the provisions of the civil-service rules, it being understood that all possible use will be made of the registers of eligibles of the Civil Service Commission. This is purely an emergency measure and will be revoked as soon as the necessity for it is passed.

PLANTS COMMANDEERED BY ORDNANCE DEPARTMENT.

March 19, 1918.

All employees of plants commandeered by the Ordnance Department and all employees under agency contracts, either for the construction or for the construction and operation of ordnance plants, are hereby excepted from the provisions of the civil-service act and rules.

GOVERNMENT EXPLOSIVES PLANTS.

March 19, 1918.

The administrative unit created in the office of the Secretary of War, known as the United States Government Explosives Plants, is hereby authorized for the duration of the war to employ without reference to the civil-service act and rules such persons as, in the judgment of those in responsible charge, are best adapted to the work.

UNITED STATES EMPLOYMENT SERVICE.

March 29, 1918.

During the continuance of the present war the Secretary of Labor is authorized to make appointments to the various positions in the United States Employment Service without regard to the civil-service rules, it being understood that all possible use will be made of the registers of eligibles of the Civil Service Commission.

This is purely an emergency measure based upon the exigencies of the present situation, which, in view of the imperative need of recruiting workers for the shipbuilding, farming, and other lines of industrial activity, require that the Employment Service be extended as rapidly as possible. This order will be revoked when the necessity for it ceases to exist.

WAR INDUSTRIES BOARD.

March 31, 1918.

In view of the confidential nature of its work and its importance to the Government in the crisis which has arisen, the War Industries Board is authorized to employ, without reference to the civil-service law and rules, such persons, as in the judgment of those in responsible charge, are best adapted to its work, it being understood that all possible use will be made of the registers of the Civil Service Commission.

CENSORSHIP EMPLOYEES.

April 30, 1918.

The appointments of temporary censorship employees of postal censorship stations are hereby exempted from the requirement of examination under the civil-service rules.

The Postmaster General states that the confidential and secret nature of the work, the unusual qualifications required, the necessity of assurance of absolute loyalty, the necessity for immediate services, and the temporary character of the work make advisable the exemption of this class of employees.

The Civil Service Commission concurs with the Postmaster General in recommending the order.

PERSONS EMPLOYED IN CANADA BY ORDNANCE DEPARTMENT.

May 29, 1918.

Persons to be employed in Canada by the Ordnance Department, United States Army, may be appointed without regard to registers of eligibles when in the opinion of the Civil Service Commission such action is necessary. This order is recommended by the Acting Chief of Ordnance with the concurrence of the Civil Service Commission, and it extends to all appointments under the Ordnance Department in Canada the provisions of the order of December 5, 1917, which was limited in its application to positions below the grade of inspector. The exemption is deemed advisable in view of the uncertain tenure of the positions and of the difficulty of administering United States civil-service laws in another country.

APPOINTMENT OF WOMEN AS ELEVATOR CONDUCTORS.

May 31, 1918.

For the period of the war, positions of elevator conductor may be filled by the appointment of women, and when so filled need not be apportioned among the States and Territories and the District of Columbia on the basis of population, as is provided in the case of certain minor positions mentioned in Rule VII, section 2, of the civil-service rules. Persons so appointed shall not be eligible for transfer or promotion to apportioned positions nor for assignment to other work.

APPOINTMENT OF SKILLED LABORERS IN GOVERNMENT PRINTING OFFICE.

June 24, 1918.

During the continuance of the present war the Public Printer is authorized to appoint skilled laborers without regard to the requirements of the civil-service act and rules. This order is issued on the recommendation of the

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Public Printer with the concurrence of the Civil Service Commission in view of the difficulty under the present conditions of securing efficient help, and will be revoked as soon as the necessity for it is passed.

CHEMICAL WARFARE SERVICE.

July 19, 1918.

The Secretary of War is hereby authorized to employ, without reference to the requirements of the civil-service act, such persons in the Research Division, Chemical Warfare Service, at the American University, as may be needed in conducting certain investigations and construction work relating to gases and chemicals used in war, it being understood that all possible use will be made of the registers of eligibles of the Civil Service Commission. This authority shall continue only during the present war.

The commission concurs with the War Department in recommending this order because of the urgent and highly confidential character of the work involved and the fact that it must be organized and prosecuted with the greatest dispatch and be safeguarded most effectively.

WAR LABOR ADMINISTRATION SERVICES.

July 22, 1918.

During the continuance of the present war the Secretary of Labor is authorized to make appointments to the various positions in the War Labor Administration Services without regard to the civil service rules, it being understood that all possible use will be made of the registers of eligibles of the Civil Service Commission.

This is purely an emergency measure based upon the exigencies of the present situation, which require that these services be organized and extended as rapidly as possible. This order will be revoked when the necessity for it ceases to exist.

V. MISCELLANEOUS ORDERS.

PROCEDURE TO BE FOLLOWED BEFORE OFFERING APPOINTMENT TO PERSONS EMPLOYED IN OTHER BRANCHES OF THE SERVICE.

November 24, 1917.

During the continuance of the present war no executive department or other Government establishment in Washington shall hereafter give or offer employment, directly or indirectly, conditionally or unconditionally, to any officer or employee in any part of the executive civil service without first obtaining the written consent of the head of the executive department or other Government establishment in which such person is then employed, together with the statement that such consent is based upon the conclusion, after due consideration, that the person can render better service for the Government in the place in which his employment is proposed: *Provided*, That this shall not be construed as applicable to enlistments or appointments in the military or naval forces of the United States.

This order is purely a war emergency measure. In their effort to meet the additional burden of war work some of the executive departments and agencies have obtained clerks from other departments by offers of higher salaries. While it is not desired to place any obstruction in the way of deserved promotion, this practice has gone so far as to threaten disorganization in the clerical forces of some of the departments, with consequent loss of efficiency in the operations of the executive departments as a whole.

PLACING UNDER THE CONTROL OF THE WAR DEPARTMENT THE EXPERIMENT STATION AT AMERICAN UNIVERSITY, WASHINGTON, D. C.

June 25, 1918.

It is hereby ordered that the experiment station at American University, Washington, D. C., which station has been established under the supervision of the Bureau of Mines, Interior Department, for the purpose of making gas investigations for the Army, under authority of appropriations made for the Ordnance and Medical Departments of the Army, together with the personnel thereof, be, and the same is hereby, placed under the control of the War Department for operation under the Director of Gas Service of the Army.

VI. ORDERS EXCEPTING PERSONS NAMED FROM THE REQUIREMENTS OF THE RULES.

October 6, 1917.

Miss Lillian Schmidt, of Nebraska, may be appointed to a permanent position under the United States Employees Compensation Commission without reference to the civil-service rules.

This order is issued upon the recommendation of the chairman of the commission, who states that Miss Schmidt has been employed temporarily by the commission, has proved to be of more than ordinary ability, has shown an interest in the work, and has become one of their most valuable assistants, and that her permanent appointment would be in the interest of the service.

October 6, 1917.

Mr. Harry C. Bradley, of New Mexico, formerly in the Panama Canal Service, may be appointed to a position in the classified service at a salary not to exceed \$900 per annum without reference to the civil-service rules.

This order is issued upon the recommendation of the Secretary of the Interior, who states that Mr. Bradley was separated from the Panama Canal Service by reason of disability incurred while employed on the Isthmus a short time prior to the expiration of two years' service required for eligibility for transfer to the Federal classified service, and that he has rendered satisfactory service in the United States land office at Las Cruces, N. Mex., where he has been employed as a temporary clerk.

October 9, 1917.

Mrs. Mabel E. Albertson may be appointed to a position in the Government Printing Office without reference to the civil-service rules.

This order is issued upon the recommendation of the Public Printer.

Mrs. Albertson is the wife of George H. Albertson, who was employed in the Government Printing Office as a compositor and maker-up from August 17, 1893, to June 2, 1917, since which time he has been absent from the office on account of the condition of his health. It is stated that he is suffering from an ailment known as lead poisoning, a direct result of the work he has been doing for the Government.

November 1, 1917.

Mrs. Virginia M. Spinks, of California, may be appointed to a position in the Employment Service of the Department of Labor, without reference to the civil-service rules.

This order is issued upon the recommendation of the Acting Secretary of Labor, who states that Mrs. Spinks has been employed temporarily in the United States Employment Service, and is now acting superintendent of the women and girls' division for the northern district of California; that she is qualified by education and experience for the work now committed to her.

November 2, 1917.

Mr. William P. Henshaw may be appointed as clerk in the Panama Canal service and may be transferred to a classified position in the United States without reference to the civil-service rules.

This order is issued on the recommendation of both the Secretary of War and the governor of the Panama Canal. It appears that Mr. Henshaw was first appointed as clerk in the Panama Canal service on October 16, 1905, without examination in the absence of eligibles, with the approval of the United States Civil Service Commission. He has served continuously since then, with the exception of one year's absence from the Isthmus, in the responsible capacities of accountant, receiving teller, bookkeeper, and pay clerk, rendering excellent service and showing a thorough knowledge of accounting and bookkeeping as applied to Government work.

Mr. Henshaw has been unable to attain a classified status in the usual manner by entering a competitive civil-service examination on the Isthmus on account of being beyond the maximum age limit required for entrance to such examinations.

December 17, 1917.

Mr. O. C. Husting, of Mayville, Wis., may be appointed to an appropriate position in the competitive classified service without examination.

This action is based upon the statement of the Secretary of the Treasury that his services and qualifications are needed, in connection with the administration of the customs law, in the office of the Collector of Customs for the thirty-seventh collection district.

December 26, 1917.

Frederick S. Taylor may be appointed to a subclerical position in the classified service of the Treasury Department without compliance with the requirements of the Civil Service Commission.

This order is issued on the recommendation of the Secretary of the Treasury, who states that Mr. Taylor has considerable knowledge of photography and that it is desired to use his services in a low-salaried position as an assistant to the official photographer in the Office of the Supervising Architect, and it is believed the appointment will be in the interest of the service.

January 8, 1918.

Charles W. Olvey may be transferred from skilled laborer to a clerkship in the office of the Secretary of Commerce without regard to the civil-service rules in order that he may be assigned to take charge of the department's mail service and truck equipment.

This order is issued upon recommendation of the Secretary, who states that the particular assignment in question requires the performance of duties of a clerical as well as a mechanical nature, and that Mr. Olvey is considered the best qualified employee for the place, as he has become, since his appointment, thoroughly familiar with the handling of the department's mail and as an expert repairman has saved the department a considerable sum annually in repair bills.

January 18, 1918.

Mrs. Eleanor B. Bowker may be appointed to a permanent position in the classified service upon her passing an appropriate noncompetitive examination.

Mrs. Bowker is the widow of the late Capt. Charles H. Bowker, who was in the civil service of the Government from March 18, 1903, to February 16, 1911. Capt. Bowker, while on service with the Thirty-fifth Infantry at Roosevelt Dam., Ariz., on September 9, 1917, lost his life while rescuing a young lady from drowning in Roosevelt Lake.

The Civil Service Commission does not concur in recommending this order.

January 24, 1918.

Mrs. Cornelia H. Campbell may be appointed to a position as skilled laborer in the classified service without reference to the civil-service rules.

Mrs. Campbell is the widow of Edward B. Campbell, formerly an employee in the Government Printing Office, who died November 3, 1917, as the result of an accident which occurred in the discharge of his duties in that office on February 19, 1917.

This order is issued upon the recommendation of the Public Printer, who states that he is of the opinion that her entry into the classified service would be in the interest of the service.

March 29, 1918.

Mrs. Margaret Frazier, widow of Joseph W. Frazier, formerly employed as a general helper at the naval torpedo station, Newport, R. I., who was killed in the explosion at that station on January 26 1918, may be employed as a primer worker at that station without regard to the provisions of the civil-service rules.

The compensation allowed Mrs. Frazier on account of the death of her husband for such period as she remains a widow is said by the Secretary of the Navy to be inadequate for her support, and he believes, in simple justice, that she should be given further aid in the way of employment.

April 10, 1918.

Mrs. Addie Braxton, of Washington, D. C., may be appointed to a position as skilled laborer in the Government Printing Office without reference to the civil-service rules.

This order is issued upon the recommendation of the Public Printer. Mrs. Braxton is the widow of Henry W. Braxton, a former employee of the Govern-

ment Printing Office, who was injured in the service April 17, 1916, and died from the result of his injuries on May 13, 1917.

May 14, 1918.

Joseph H. Mills, unskilled laborer, may be promoted to the position of messenger in the Post Office Department without regard to the provisions of civil-service rules. This order is issued on the recommendation of the Postmaster General on account of this employee's faithful and efficient service, and because of his unusual honesty and dependability he has become very useful to the department. Because of lack of educational training he is unable to pass the messenger examination.

June 12, 1918.

Mrs. Laura E. Langley and Miss Elizabeth M. Bowling may be appointed to the positions of telephone operator in the Department of State without reference to civil-service rules and requirements.

Mrs. Langley and Miss Bowling have been employed temporarily upon the State Department switchboard for the periods of nine and five months, respectively.

They have thus acquired technical proficiency and necessary knowledge of the department and its personnel, and to replace them at this time with inexperienced operators would seriously affect the efficiency of the department telephone service.

July 5, 1918.

Mr. J. M. Shaffer may be appointed to a classified position in the Treasury Department without reference to civil-service rules. This order is issued on the recommendation of the Secretary of the Treasury, who states that Mr. Shaffer has been temporarily employed in the Treasury Department on a contract basis in connection with the Liberty loan, and that his services have proved so valuable that his permanent appointment will be greatly in the interests of the service.

Mr. Shaffer was formerly employed in the Department of Agriculture as a result of a civil-service examination, and served there from August, 1913, to August, 1916, at which time he resigned. He is eligible for reinstatement in that department, but under the civil-service rules would have to serve there six months before he would be eligible for transfer to the Treasury Department.

July 5, 1918.

Mr. Samuel Myer may be reinstated to an appropriate position in the Government Printing Office, without regard to the length of time that he has been separated from the service.

This order is issued upon the recommendation of the Public Printer, who states that he concurs in the opinion of his predecessor that an injustice had been done, and that in his judgment Mr. Myer deserves an appointment to an appropriate position in the Government Printing Office.

July 10, 1918.

The provision of the civil-service rules limiting reinstatements to one year is waived in the case of Mr. George B. Taylor, who voluntarily resigned from a position of chief of division in the office of the Secretary of War on April 27, 1916.

Since Mr. Taylor resigned from the War Department he has been continuously engaged in disbursing and accounting work. The Secretary of War expresses the opinion that his knowledge of Government estimates, financial records, disbursements and accounts, and the practice under the various laws and regulations affecting them make his case one in which it would be primarily for the benefit of the Government to employ his services in the emergent conditions confronting the War Department.

August 27, 1918.

Mrs. Emma M. Whitehead may be appointed to a clerical position in the Treasury Department without compliance with civil-service rules. Mrs. Whitehead is the wife of Mr. Mortimer Whitehead, who was continuously in the Government service from 1887 to May 31, 1918, first in the Department of the Interior, where he served for 30 years and later as law clerk in the office of the Auditor

for the War Department. Mr. Whitehead was legally adjudged insane by the authorities of the District of Columbia on May 31, 1918, and committed to St. Elizabeth's Asylum, where he is now confined, leaving Mrs. Whitehead with a young son and an invalid daughter without means of support. This order is issued on the joint recommendation of the Secretary of the Treasury and the Secretary of the Interior.

September 4, 1918.

Willmot H. MacDonald may be reinstated in the classified service without regard to the year limitation as prescribed by civil-service rules.

Mr. MacDonald entered the insular civil service in January, 1902, from a competitive examination as typewriter-clerk, and in 1908 he was transferred to the Federal civil service. He served in Manila until 1910, when by reason of ill health he was compelled to relinquish his duties and return home. In 1911 he returned to Manila and remained until 1914, at which time his health had become so impaired as to incapacitate him from further service. This order is issued on the recommendation of the Alien Property Custodian.

APPOINTMENTS UNDER SECTION 10 OF RULE II.

WAR DEPARTMENT.

Name.	Bureau.	Salary.	Position.
Allen, Douglas H.....	Office of Secretary of War...	\$1,200.00	Assistant to confidential clerk.
Bell, Harry.....	U. S. Disciplinary Barracks.	1,500.00	Clerk.
Blagden, Wendell P.....	Office of Assistant Secretary of War.	2,000.00	Chief clerk.
Cosgrove, Minnie A.....	Office of Chief of Ordnance..	1,800.00	Assistant.
De Lancy, Darragh.....	Office of Chief of Staff.....	1,100.00	Stenographer.
Denman, Helen C.....	Office of Secretary of War...	1,200.00	Clerk.
Frankfurter, Felix.....	do.....	1,200.00	Do.
Gilbert, Walter M.....	do.....	1,200.00	Confidential clerk to Secretary.
Huston, Charles A.....	Office of Provost Marshal General.	1,400.00	Clerk.
Jensen, Oswald.....	Office of Chief of Staff.....	2,400.00	Specialist.
King, Stanley.....	Office of Secretary of War...	1,400.00	Cryptographer.
Lee, Richard R.....	Office of Chief of Staff.....	1,200.00	Confidential clerk to Secretary.
Leen, James L.....	Housing and Health Division.	1,200.00	Clerk.
Lippman, Walter.....	Office of Secretary of War...	1,800.00	Special assistant.
Newman, H. S.....	Aircraft Board.....	1,500.00	Confidential clerk.
Newman, H. S.....	do.....	2,000.00	Private secretary.
Pollock, Robert.....	Division of Purchases and Supplies.	1,800.00	Confidential secretary to Richard F. Howe, member of board.
Pritchard, R. K.....	Quartermaster Department..	1,800.00	Secretary to the Director.
Rafferty, William.....	Office of Chief of Staff.....	1,000.00	Clerk.
Rasmussen, Rudolph C.....	Marine Corps (Depot of Supplies).	1,500.00	Do.
Rosenohn, Samuel J.....	Office of Secretary of War...	1,800.00	Superintendent of woodworking shop.
Scott, Emmett J.....	do.....	1,800.00	Confidential clerk to Secretary of War.
Smith, Gersham.....	Accounting Division.....	1,200.00	Do.
Stearns, L. C.....	Office of National Advisory Committee for Aeronautics.	6,000.00	Manager and controller of accounts, costs, and statistics.
Sweeley, Frank L.....	Engineer Department.....	1,200.00	Junior mechanical engineer.
Tanner, D. W.....	Ordnance.....	1,440.00	Clerk.
Taylor, John J. D.....	Office of the Superintendent.	1,100.00	Head janitor.
True, Ruth S.....	Office of Board of Control for Labor Standards.	1,200.00	Clerk.
Browne, Prof. Arthur W.....	Ordnance.....	1,500.00	Confidential secretary.
Tolman, Prof. Richard C.....	do.....	1.00	Chemical expert.
Bassett, Edward M.....	do.....	1.00	Do.
Heppenheimer, Ernest J.....	do.....	1.00	Real estate appraiser.
Beaman, Nathaniel.....	do.....	1.00	Do.
Cresson, C. B., Jr.....	do.....	1.00	Do.
Grice, A. P.....	do.....	1.00	Do.
Maltbie, Hon. Mlle R.....	do.....	1.00	Do.
Robinson, Douglas.....	do.....	1.00	Do.
Smith, J. Spencer.....	do.....	1.00	Do.
Webster, George B.....	do.....	1.00	Do.
Roulhac, Judge Allen J.....	do.....	1.00	Do.
Thompson, A. D.....	do.....	1.00	Do.
Williams, E. G.....	do.....	1.00	Do.
Adair, Montague.....	do.....	3,000.00	Special investigator.

¹ Promotion.

Appointments under section 10 of Rule II—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Adams, Alonzo H.....	Ordinance	\$2,400.00	Production supervisor.
Adams, John.....	do.	2,000.00	Assistant in charge of property.
Ahldin, David A.....	do.	2,400.00	Mechanical engineer.
Albright, Langdon.....	do.	1,800.00	Production engineer.
Allen, Samuel G.....	do.	4,000.00	Chief production manager.
Ashley, Robert W.....	do.	2,400.00	Inspector of artillery ammunition.
Bailey, Fisher C.....	do.	2,400.00	Expert in textile production.
Bannister, O. B.....	do.	1.00	Woodstock expert on artillery wheels.
Barnes, Edwin M.....	do.	2,400.00	Executive secretary.
Beardsley, James.....	do.	3,000.00	Consulting engineer.
Beatty, Mrs. A. Spencer.....	do.	1,100.00	Executive assistant.
Beebe, Gilbert E.....	do.	2,000.00	Production assistant.
Bodine, S. Lawrence.....	do.	5,000.00	Progress manager.
Bolleau, Wallis.....	do.	3,000.00	Assistant office manager (inspection).
Bowman, Charles S.....	Office of Chief of Ordnance.	2,400.00	Office manager.
Brady, S. S.....	Ordinance	2,400.00	Expert in business administration.
Brainard, George C.....	do.	p. d. 30.00	Production staff expert.
Brodhead, Ross B.....	do.	1,800.00	Special clerk.
Browning, Val A.....	do.	2,400.00	Light gun technical expert.
Bruce, Horace V.....	do.	3,000.00	Production manager.
Bruenner, Herman H.....	do.	2,400.00	Moving picture expert.
Bryant, Walde C.....	do.	4,000.00	Production manager.
Buchols, Paul E.....	do.	2,000.00	Assistant to business manager.
Bullard, W. Irving.....	do.	2,000.00	Special investigator.
Burns, Eugene Leo.....	do.	2,100.00	Expert in business administration.
Lippincott, J. T.....	do.	2,100.00	Do.
Burns, Lawrence H.....	do.	1,800.00	Production engineer.
Campbell, Prof. E. D.....	do.	p. m. 1.00	Consulting chemist.
Candler, Henry E.....	do.	1,800.00	Assistant.
Case, W. H., Jr.....	do.	5,000.00	Production engineer.
Charnot, Emil M.....	do.	p. m. 50.00	Consulting chemist.
Church, James S.....	do.	3,000.00	Production engineer.
Coleman, W. W.....	do.	3,500.00	Mechanical engineer.
Collinson, John W.....	do.	p. d. 4.00	Optical expert.
Comlossy, Harold.....	do.	2,400.00	Expert in business administration.
Conrad, Hugh V.....	do.	2,400.00	Mechanical engineer.
Davis, John M.....	do.	2,400.00	Clerk.
Dickinson, William H.....	do.	5,000.00	Mechanical engineer.
Dodge, F. E.....	do.	1.00	Toluol expert.
Downey, Charles J.....	do.	2,400.00	Consulting engineer.
Drester, Lawrence T.....	do.	2,250.00	Cost accountant supervisor.
Dreyfus, Sam.....	do.	2,200.00	Engineer.
De Gress, Francis B.....	do.	2,400.00	Expert in business administration.
Duff, Dr. A. W.....	do.	3,000.00	Consulting and experimental engineer in connection with special investigations on bomb trajectories.
Dulin, Edward M.....	do.	2,000.00	Construction engineer.
Duren, Walter.....	do.	2,000.00	Office manager.
Duval, Joseph M.....	do.	2,400.00	Credits assistant.
Dwyer, Matthew.....	do.	2,000.00	Production assistant.
Eldridge, G. S.....	do.	p. m. 275.00	Inspector of ordnance at Canadian explosive plant.
Ely, Harry A.....	do.	2,000.00	Inspector of artillery ammunition.
Emmes, W. T.....	do.	1,000.00	Production supervisor.
Evans, Sanford.....	do.	2,000.00	Gasoline motor designer.
Eyre, Edgar A.....	do.	1.00	Assistant in munition production.
Farabaugh, Andrew J.....	do.	{ 3,000.00 4,000.00	{ Metallurgical engineer.
Faxon, F. E.....	do.	2,000.00	Inspector.
Fisher, Charles A.....	do.	3,000.00	Production expert.
Fox, Ralph E.....	Office of Chief of Ordnance.	2,400.00	Special assistant.
Frieder, Phil.....	Ordinance	2,000.00	Supervisor acid and open hearth steel products.
Gardner, Dr. H. A.....	do.	p. m. 1.00	Chemist.
Gaviord, George E.....	do.	2,400.00	Business manager.
Gemmill, W. H.....	do.	3,600.00	Production expert.
Goodell, G. H.....	do.	3,000.00	Assistant inspection manager.
Graham, Charles W.....	do.	4,000.00	Production engineer.
Greene, Francis H.....	do.	4,000.00	Assistant to assistant chief of production.
Gregg, Cecil D.....	do.	5,000.00	Progress manager.
Gregory, Tyler G.....	Office of Chief of Ordnance.	1,500.00	Clerk.
Guterman, K. S.....	Ordinance	1,600.00	Engineer of tests of ordnance materials.
Gunter, Charles H.....	do.	1,800.00	Inspector of artillery ammunition brass, copper, and spelter.
Haight, Frederick A.....	do.	4,000.00	Special investigator of plants.
Haltin, Edward R.....	do.	3,000.00	Production engineer.

1 Promotion.

Appointments under section 10 of Rule II—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Hamlin, Philip.....	Ordinance.....		Expert in business administration
Hammann, Andrew B.....	do.....	\$2,400 00	Fuel expert.
Harpham, Charles L.....	do.....	3,000 00	Super vision expert.
Hartley, G. B.....	do.....	p. d. 20.00	Machine purchasing agent.
Harvey, Fred P.....	do.....	3,600 00	Assistant production manager.
Hastings, F. Mitchell.....	do.....	3,600 00	Contract estimator.
Hathaway, L. W.....	do.....	2,400 00	Production engineer.
Hawkes, Mr. —.....	do.....	5,000 80	Military expert.
Hayes, Thomas G.....	do.....	3,000 00	Expert accountant.
Hazard, Roland.....	do.....	p. d. 6.00	Field investigator.
Headlev, Frank P.....	do.....	2,000 00	Routing manager.
Heffner, Jesse E.....	do.....	2,500 00	
Hibbard, James.....	do.....	3,600 80	Production manager.
Hillman, R. R.....	do.....	2,400 00	Production engineer.
Himmelwright, A. L. A.....	do.....	3,000 00	Mechanical engineer.
Hough, William.....	do.....	2,600 00	Expert on machine-gun construction.
Howe, D. F.....	do.....	1,800 00	Assistant business manager.
Hunt, William F.....	do.....	3,500 00	Production engineer.
Hussey, Oren S.....	do.....	5,000 00	Mechanical engineer.
Hutchinson, T. T.....	do.....	2,400 00	Supervisor of plant production.
Hyde, Warren W.....	do.....	2,400 00	Inspector of artillery ammunition.
Irwin, Edwin Payson.....	do.....	2,400 00	Investigator.
Jaynes, L. O.....	do.....	2,000 00	Chief clerk, inspection section, gun division.
Johnson, Adolph F.....	do.....	2,000 00	Accountant.
Jones, A. H.....	do.....	2,000 00	Office manager.
Jones, I. M.....	do.....	3,500 00	Classifier of rolling stock.
Jones, John C.....	do.....	4,000 00	Chief of Philadelphia district.
Judd, G. W.....	do.....	3,000 00	Contract expert.
Kanehann, William W., Jr.....	Office of Chief of Ordinance.....	1,600 00	Clerk qualified in statistics and accounting.
Kemp, Henry D.....	Ordinance.....	3,500 00	Assistant production manager.
Kenny, John M.....	do.....	3,600 00	Mechanical engineer.
Kimball, John R.....	do.....	2,400 00	Expert in business administration.
Kitselman, Harry L.....	do.....	2,400 00	Production engineer.
Koch, Carleton S.....	do.....	4,000 80	Expert on steel cartridges.
Krauskopf, Manfred R.....	do.....	1,500 00	Inspector of silk powder.
Lambert, John J.....	do.....	1,800 00	Inspector of artillery ammunition.
Lamson, B. W.....	do.....	3,600 00	Production engineer.
Langner, Lawrence.....	do.....	p. d. 10.00	Patent expert and specialist.
Leahy, Thomas M.....	do.....	2,800 00	To take charge of cost accounting and general accounting department of the inspection section, gun division.
Lees, Charles W.....	do.....	p. m. 150.00	Superintendent.
Lewis, Dunbar.....	do.....	3,600 00	Production engineer.
Lewis, W. B.....	do.....	3,600 00	Consulting chemist.
Lord, John E.....	do.....	2,400 00	Production engineer.
Lowenberg, Martin.....	do.....	2,000 00	Inspector of heavy chemicals.
Lowry, H. Newton.....	do.....	2,400 00	Shell-filling expert.
Lyons, James W.....	do.....	4,000 00	Assistant production manager.
MacNeille, F. R.....	do.....	p. d. 70.00	Housing engineer.
Mann, H. B.....	do.....	p. d. 70.00	Do.
McCann, Mrs. Martha Nelson.....	do.....	2,400 00	Field representative.
McLeod, Donald L.....	Office of Chief of Ordinance.....	1,800 00	Clerk.
Marshall, Miss Florence.....	Ordinance.....	3,000 00	Special investigator.
Marshall, Waldo H.....	do.....	4,000 00	Production manager.
May, E. A.....	do.....	2,400 00	Production assistant.
Maynard, Herbert, Jr.....	do.....	2,400 00	Credit investigator.
Minor, John C.....	do.....	2,400 00	Compressed gas expert.
Moore, Anthony J.....	do.....	1,500 00	Inspector of machinery and machine tools.
Moore, G. M.....	do.....	3,000 00	Gauge engineer.
Moore, William N.....	do.....	2,500 80	Assistant to patent advisor.
Morse, John J.....	do.....	3,000 00	Expert in business administration.
Mosserop, Alfred M.....	do.....	3,000 00	Assistant to production manager.
Mullen, Martin J.....	do.....	p. d. 1.50	Inspector.
Noble, F. S.....	do.....	5,000 00	Production manager.
Noyes, Dr. A. A.....	do.....	1.00	Consulting chemist.
O'Meara, John F.....	do.....	1,800 00	Clerk to act as secretary.
O'Neill, Thomas J.....	do.....	1,800 00	Expert on silk production.
Otting, George W.....	do.....	2,100 00	Production supervisor.
Page, Charles Edward.....	do.....	2,400 00	Expert on small arms production.
Parker, E. B.....	do.....	2,400 00	Expert on fuel oil.
Parker, J. W.....	do.....	2,400 00	Construction engineer.
Patterson, Seely B., Jr.....	do.....	4,000 00	Consulting mechanical engineer.
Pedigo, Mrs. R. K.....	do.....	3,000 00	Assistant production manager.
		11.00	Clerk.

1 Promotion.

Appointments under section 10 of Rule II—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Percy, Edward L.	Ordinance		Inspector of ordnance.
Perry, Frederick	do.	\$1,400.00	Manager of receiving department.
Picolet, Arthur F.	Office of Chief of Ordinance.	2,000.00	Contract expert.
Pierce, Josiah	Ordinance	2,400.00	Fuel-oil expert.
Pittis, E. A.	do.	1,800.00	Chief statistician.
Potter, Henry A.	do.	3,000.00	Consulting engineer.
Greenwood, Levi H.	do.	4,000.00	Production manager.
Drave, Ralph	do.	4,000.00	Do.
Harrison, Charles L.	do.	4,000.00	Do.
Robinson, Fred J.	do.	4,000.00	Do.
Russell, E. A.	do.	4,000.00	Do.
Scovil, Samuel	do.	4,000.00	Do.
Ramsburg, C. J.	do.	p. d. 20.00	Consulting technical expert on toluol.
Rasquin, Almon G.	do.	1,800.00	Legal assistant.
Read, Linus G.	do.	3,600.00	Production engineer.
Reid, James A.	do.	1,800.00	Expert in business administration.
Reilly, James H.	do.	2,400.00	Leather expert.
Richless, Pearl	Office of Chief of Ordinance.	1,600.00	Clerk.
Rhodge, Fred, jr.	Ordinance	1.00	Special investigator.
Robinson, C. B., jr.	do.		Production expert.
Robinson, Richard D.	do.	2,400.00	Production supervisor.
Rogers, Dr. Allen	do.	p. m. 125.00	Inspector of tanneries.
Romer, J. B.	do.	2,000.00	Inspector of pyrotechnics.
Ronald, Henry	do.	5,000.00	Ammunition expert.
Rose, Floyd	do.	4,000.00	Production expert.
Russell, Lewis	do.	3,000.00	Do.
Rylett, Lieut.	do.	5,600.00	Fuse expert.
Sachers, Ralph J.	do.	2,400.00	Assistant inspector of gunfire-control instruments.
Sargent, George W.	do.	4,500.00	Metallurgist.
Scharfenberg, G. F.	do.	1,200.00	Clerk.
Scheel, H. V. R.	do.	p. m. 1.00	Production engineer.
Scgerer, Arthur F.	do.	1,800.00	Production expert.
Scott, Mr.	do.	4,000.00	Military expert.
Scully, Thomas P.	do.	1,800.00	Assistant to business manager.
Spaulding, Frank E.	do.	1.00	Advisor on schools.
Stevens, Dr. K. K.	do.	p. d. 25.00	Consulting metallurgical chemist.
Stevens, Willard E.	do.	2,400.00	Catalogue compiler.
Stone, C. Warren	do.	1,700.00	Director of distribution of coal and coke.
Story, Harold	do.	1,800.00	Clerk.
Story, Sterling	do.	1,800.00	Expert in business administration.
Swanson, A. M.	do.	3,000.00	Assistant in connection with procedure of civil service employment.
Stowar, James M.	do.	2,000.00	Assistant to business manager.
Taber, jr., W. B.	do.	3,000.00	Mechanical engineer with knowledge of high explosives.
Tait, G. M.	do.	3,000.00	Contract estimator.
Teale, Arthur Wellington	do.	6,000.00	Expert cost accountant.
Tim, Clarence	do.	2,000.00	Supply agent.
Tyrell, W. B.	do.	5,000.00	Production expert.
Vanderbilt, O. DeGray	do.	1.00	Production supervisor.
Vilmar, F. W.	do.	3,600.00	Production expert.
Vollmer, William	do.	6,000.00	Assistant production engineer.
Waite, Arthur M.	do.	2,400.00	Mechanical engineer.
Waldron, William G.	do.	1,500.00	Assistant inspector of leather equipment.
Walker, Arthur L.	do.	3,500.00	Metallurgist.
Wallach, jr., J. Frederick	do.	2,400.00	Production engineer.
Wallis, Lieutenant	do.	6,000.00	Military expert.
Walters, Frederick V.	Office of Chief of Ordinance.	1,800.00	Office manager.
Waterman, Jerome A.	Ordinance	2,400.00	Expert in business administration.
Waters, Glen M.	do.	1,500.00	Clerk.
Webber, Charles H.	do.	1,800.00	Inspector of silk powder bags.
Weber, F. Norman	do.	2,000.00	Expert on motor truck equipment.
Weitzel, George T.	do.	1,800.00	Recruiting examiners with designation of special clerk or assistant.
Peters, James W. B.	do.	1,800.00	
Welch, Alexander McMillan	do.	1.00	Expert in armor.
Wellman, Harry B.	do.	2,000.00	Special personnel agent.
White, De Forest	do.	1,500.00	Special clerk.
White, H. J.	do.	3,000.00	Production engineer.
Whitlock, Edgar J.	do.	2,400.00	Textile machinery expert.
Whittemore, Parker W.	do.	3,500.00	Production manager.
Wile, Daniel	do.	2,400.00	Office assistant.
Williams, Richard Grant	do.	2,500.00	Production engineer.
Fish, S. W.	do.	2,500.00	Do.
Conklin, C. E.	do.	2,500.00	Do.

Appointments under section 10 of Rule II—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Wilson, J. K.	Ordnance	p. m. \$250.00	Construction foreman.
Wright, Edward A.	do.	2,000.00	Assistant personnel administrator.
Yeates, Volney I. P.	do.	1,080.00	Assistant inspector of small arms ammunition.
Young, David D.	do.	2,100.00	Inspector of artillery ammunition.
Young, F. William	do.	1.00	Industrial expert.
Zeller, H. P.	do.	2,400.00	Expert on production of toluol.
Atlee, J. S.	Quartermaster	1,200.00	Freight traffic clerk.
Jard, L. M.	do.	1,200.00	Do.
Kendrick, L. L.	do.	1,200.00	Do.
Marks, R. R.	do.	1,200.00	Do.
O'Brien, H. J.	do.	1,200.00	Do.
Souder, C. L.	do.	1,200.00	Do.
Straton, C. L.	do.	1,200.00	Do.
Sutton, M.	do.	1,200.00	Do.
Thomas, D. J.	do.	1,200.00	Do.
Tally, Albert W.	do.	1,200.00	Do.
Addison, E.	do.	1,500.00	Do.
Burleigh, W. T.	do.	1,000.00	Do.
McGregor, J. M.	do.	1,500.00	Do.
Shaw, Edward R.	do.	1,500.00	Do.
Woodhouse, J. J.	do.	1,000.00	Do.
Coy, James J.	do.	p. d. 10.00	Investigator.
Sant, Harry J.	do.	p. d. 10.00	Do.
Dann, J. E.	do.	4,000.00	Laundry expert.
Tribbet, E. D.	do.	4,000.00	Do.
Longfelder, Wm.	do.	4,000.00	Do.
Blair, John L.	do.	1,800.00	Assistant chief inspectors of
Crabtree, James A.	do.	1,800.00	clothing.
Donohue, F. J.	do.		Clerk.
Quinn, W. G.	do.		Do.
Schonberg, Eugene	do.		Do.
Clark, Henry M.	do.	1,200.00	Do.
Roberts, Thomas D.	do.	1,200.00	Do.
Wilson, Rene	do.	1,200.00	Do.
Casey, Francis P.	do.	1,200.00	Do.
Mills, Milton A.	do.	1,200.00	Do.
Murray, Michael E.	do.	1,200.00	Do.
Gardiner, Lorenzo F.	do.	1,200.00	Do.
Ford, Edward	do.	1,200.00	Do.
Harvey, Charles	do.	1,200.00	Do.
Carson, James H.	do.	1,200.00	Do.
Saddler, Middleton W.	do.	1,000.00	Do.
Weinberger, Max.	do.	1,000.00	Do.
Carpenter, Chas. R.	do.	1,000.00	Do.
Cuffe, Thomas P.	do.	1,000.00	Do.
Finley, Francis.	do.	1,000.00	Do.
Bell, Fred	do.	1,000.00	Do.
Graham, Edgar C.	do.	1,000.00	Do.
Jones, Herman B.	do.	1,000.00	Do.
Marcy, Daniel E.	do.	1,000.00	Do.
Moss, Charles.	do.	1,000.00	Do.
O'Brien, Daniel	do.	1,000.00	Do.
Radzwill, Michael	do.	1,000.00	Do.
Wood, A. G.	do.	1,000.00	Do.
Jerriman, John J.	do.	1,200.00	Do.
Otten, Benjamin	do.	1,200.00	Do.
Ach, Lawrence R.	do.	2,500.00	Expert on stock conditions and distribution of materials.
Aitken, Henry M.	do.	1,700.00	Assistant buyer.
Alexander, L. H.	do.	3,500.00	Executive expert.
Anderson, Benjamin A.	do.	1,200.00	Foreman of laborers.
Arnold, Harry L.	do.	3,000.00	Buyer of hardware.
Bally, Fisher C.	do.	3,000.00	Expert on office methods.
Badley, Harry L.	do.	4,000.00	Executive.
Baker E. K.	do.	p. d. 16.00	Consulting engineer motor standardization.
Baldwin, Robert T.	do.	3,000.00	Production manager.
Barnard, George E.	do.	p. m. 30.00	Special auditor.
Binger, Allison	do.	1,000.00	Clerk.
Bohne, Eugene	do.	1,200.00	Do.
Bonties, H. P.	do.	4,000.00	Chief of woollens branch.
Bortels, A. C. A.	do.	4,400.00	Clerk.
Bowe, Robert F.	do.	3,000.00	Southern production and inspection manager.
Brady, H. B.	do.	900.00	Forge master.
Brand, Herbert W.	do.	p. m. 75.00	General inspector.
Brooks, N. B. Kneas	do.	3,000.00	Buyer of yarn.
Brown, Edward R.	do.	1,200.00	Clerk.
Byron, Joseph C.	do.	3,000.00	Harness leather expert.

Appointments under section 10 of Rule II—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Campbell, C. A.....	Quartermaster.....	\$2,400.00	Assistant and representative of chief of converting section.
Campbell, John W.....	do.....	2,500.00	Expert on cloth.
Capen, H. T.....	do.....	2,000.00	Assistant buyer of shoe lasts.
Ceiling, George.....	do.....	1,000.00	Clerk.
Clowes, J. H.....	do.....	7,200.00	Chief in charge of method section of the Administration Service, Division of Purchases, Storage, and Traffic.
Colesworthy, Clement G.....	do.....	1,000.00	Clerk.
Conklin, Byron.....	do.....	2,500.00	Subsistence expert.
Connelly, William M.....	do.....	1,000.00	Clerk.
Cooper, William J.....	do.....	900.00	Do.
Cover, Jr., Thomas.....	do.....	2,400.00	Tanning expert.
Cox, Frederick W.....	do.....	2,400.00	Executive assistant.
Craddock, John W.....	do.....	3,000.00	Do.
Cramer, B. P.....	do.....	1,200.00	Office manager.
D'Annunzio, H. C.....	do.....	5,000.00	Specification and inspection expert.
Dennis, Thomas.....	do.....	1,200.00	Clerk.
Donald, Gordon.....	do.....	3,000.00	Wool buyer.
Donald, Malcom.....	do.....	3,500.00	Executive.
Doran, John A.....	do.....	1,000.00	Supervising clerk of the subsistence, returns, stock accounts.
Durant, Harrison.....	do.....	3,000.00	Assistant in charge of credits and finance.
Ebbert, George S.....	do.....	2,400.00	Investigator.
Elliott, Albert W.....	do.....	4,000.00	Chief, wool top and yarns branch.
Emery, Arthur S.....	do.....	1,800.00	Expert accountant.
Etherington, Barton.....	do.....	3,000.00	Chief of cotton yarn section.
Feaster, Mesheim.....	do.....	1,000.00	Clerk.
Felss, Richard A.....	do.....	4,000.00	Executive.
Fortimer, Charles A.....	do.....	1,000.00	Temporary clerk.
Fraser, George E.....	do.....	7,200.00	Control accountant.
French, Milton S.....	do.....	1,100.00	Executive assistant.
Frost, Owen D.....	do.....	3,000.00	Clothing buyer.
Gans, L. S.....	do.....	2,000.00	Executive assistant.
Graham, William A.....	do.....	4,000.00	Chief of hardware and metals.
Gunther, A. L.....	do.....	1,000.00	Clerk.
Haitman, James.....	do.....	1,000.00	Storekeeper.
Hale, Curtis Allen.....	do.....	2,000.00	Supervisor of erection of laundry plants.
Hamblen, Charles Wm.....	do.....	2,400.00	Buyer of cotton duck.
Haron, Harry.....	do.....	1,200.00	Clerk.
Hartlaub, William.....	do.....	1,600.00	Do.
Hailbroner, Louis.....	do.....	2,000.00	Buyer of overalls and duck clothing.
Preston, Herbert.....	do.....	2,400.00	Manager of cigar section.
Holbrook, Walter H.....	do.....	3,000.00	Buyer of light goods.
Holmes, O. J.....	do.....	1,000.00	Clerk.
Hopkins, Ernest M.....	do.....	3,500.00	Executive.
Howard, Robert A.....	do.....	1,100.00	Estimator.
Hussey, Robert Philip.....	do.....	1,500.00	Buyer.
Meyer, Nathan P.....	do.....	1,500.00	Do.
Imhof, John.....	do.....	1,000.00	Clerk.
Irving, E. Du Pont.....	do.....	1,700.00	Statistical assistant.
Irving, James B.....	do.....	2,000.00	Executive assistant.
Ittleson, Henry.....	do.....	3,000.00	Chief of credit section.
Jackson, Samuel.....	do.....	1,200.00	Clerk.
Johnson, Mary P.....	do.....	1,800.00	Private secretary to executive in charge.
Johnson, Philip A.....	do.....	2,000.00	Assistant to chief.
Jones, James P.....	do.....	1,000.00	Clerk.
Kahn, Edwin M.....	do.....	2,500.00	Real estate expert.
Ketchum, Claude H.....	do.....	3,000.00	Wool and yarn buyer.
King, Arthur C.....	do.....	4,000.00	Executive in charge of reports section.
Knode, Ralph H.....	do.....	p.m. 350.00	Fuel expert.
Koenig, Peter A.....	do.....	1,080.00	Clerk.
Krohn, Irwin M.....	do.....	2,400.00	Research expert.
Kuehne, Richard.....	do.....	1,000.00	Clerk.
Lafferty, Benjamin.....	do.....	1,000.00	Supervising clerk.
Lawrence, Arthur W.....	do.....	3,000.00	Procurement chief.
Long, Clarence H. B.....	do.....	1,000.00	Clerk.
Loye, A. B.....	do.....	2,400.00	Liaison representative, expert on maintenance of subsistence supplies.
Luttge, August.....	do.....	1,000.00	Clerk.
Lux, Louis.....	do.....	2,400.00	Clothing routing expert.
Lynch, Peter.....	do.....	1,000.00	Clerk.
McCaffery, Francis.....	do.....	1,000.00	Do.

Appointments under section 10 of Rule II—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
McCormick, Charles A.	Quartermaster	\$3,000.00	Production expert.
McHeelle, Elmer E.	do.	1,800.00	Clerk.
McKenzie, Daniel	do.	1,500.00	Foreman, tailor shop.
Marble, H. C.	do.	6,000.00	Supervisor of production cost.
Meador, John E.	do.	1,100.00	Clerk.
Mechling, Dr. H. E.	do.	2,500.00	Executive in charge.
Melville, Ward	do.	2,400.00	Office manager.
Miller, John A.	do.	1,000.00	Clerk.
Moller, Kenneth	do.	3,000.00	Executive secretary.
Nechling, H. E.	do.	1.00	Dry cleaning expert.
Nickerson, Elgin S.	do.	2,000.00	Executive in charge of production of shoes, etc.
Nunn, Henry L.	do.	3,000.00	Production expert.
O'Brien, P. B.	do.	1,200.00	Clerk.
Osborn, Rowland	do.	1,100.00	Do.
Page, W. T.	do.	1,200.00	Clerk in charge of Chinese refugees.
Peterson, Marius	do.	900.00	Military storekeeper.
Peterson, Peter	do.	1,200.00	Clerk.
Phillipps, Albert F.	do.	1,000.00	Clerk.
Piper, Walter E.	do.	4,000.00	Buyer.
Power, James	do.	1,200.00	Clerk.
Printz, Alexander	do.	3,000.00	Chief of production and inspection section.
Raymond, R. L.	do.	3,600.00	Legal expert.
Reardon, Charles	do.	1,200.00	Contract clerk.
Rice, Oliver S. J.	do.	2,400.00	Assistant buyer.
Ritter, Joseph	do.	1,000.00	Clerk.
Robinson, Thomas	do.	1,000.00	Do.
Rodenbach, William T.	do.	2,400.00	Expert on rubber shoe manufacturing.
Rogers, Alfred	do.	4,800.00	Buyer of hardware.
Rokahr, Charles	do.	1.00	Shoe expert.
Rossbah, Walter S.	do.	2,400.00	Supervising inspector.
Russell, James F.	do.	1,200.00	Clerk.
Salter, John	do.	¹ p.m. 100.00	Do.
Sanford, M. D.	do.	1,800.00	Oil inspector.
Schauffer, Alfred T.	do.	3,000.00	Office manager.
Schim, William Glapp	do.	1,500.00	Expert on stoves and castings.
Scholle, August	do.	1,500.00	Packer.
Schreiber, Rudolph	do.	¹ p.m. 300.00	Technical assistant.
Schultz, Fred W.	do.	3,000.00	Assistant buyer.
Scott, Albert L.	do.	6,000.00	Executive director of supplies.
Scovell, C. H.	do.	6,000.00	Expert on accounting and business methods.
Seitz, Ambrose J.	do.	1,600.00	Executive secretary.
Shaw, Jr., Washington I.	do.	1,000.00	Clerk.
Sheppard, H. D.	do.	3,000.00	Expert on shoe manufacture.
Shubert, E. L.	do.	1,800.00	Superintendent.
Smith, George F.	do.	3,000.00	Thread expert.
Smith, John	do.	1,000.00	Clerk.
Smith, Stanley A.	do.	2,400.00	Tentage expert.
Soderblom, Svante E.	do.	1,000.00	Temporary clerk.
Sparks, Edwin W.	do.	3,000.00	Procurement expert.
Spence, William M. T.	do.	2,400.00	Office manager.
Spencer, William J.	do.	1,000.00	Clerk.
Vogler, Sigmund	do.	1,000.00	Do.
Stalker, William H.	do.	3,000.00	Buyer of underwear.
Stedman, T. J.	do.	1,200.00	Clerk.
Steepel, Ralph	do.	2,400.00	Executive assistant.
Stille, Edward J.	do.	1,200.00	Military storekeeper.
Stott, A. F.	do.	1,500.00	Flour expert.
Stroock, Sylvan I.	do.	1,000.00	Felt buyer.
Stuart, Geary J.	do.	1,000.00	Clerk.
Mathys, Frederick	do.	1,000.00	Do.
Sturley, George W. F.	do.	1,100.00	Do.
Sullivan, William A.	do.	1,100.00	Do.
Swanson, Charles	do.	1,000.00	Do.
Swingle, Arthur W.	do.	1,000.00	Do.
Talbot, Harold R.	do.	3,000.00	Assistant to director of storage.
Thompson, J. M.	do.	3,000.00	Chief inspector of special investigators.
Tim, Louis B.	do.	3,000.00	Buyer of light goods.
Tracy, Jacques H.	do.	5,000.00	Buyer of cotton fabrics.
Tully, Bernard F.	do.	2,600.00	Statistical, correspondence, and office manager.
Uslar, Fred	do.	1,000.00	Clerk.
Van Sclen, James U.	do.	1,800.00	Inspector of oil.
Waltzfelder, George P.	do.	2,400.00	Assistant buyer.
Wallenstein, Andrew	do.	1,000.00	Clerk.
Webber, George	do.	1,000.00	Do.

¹ Plus 5 per cent.

Appointments under section 10 of Rule II—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Weller, Herbert A.....	Quartermaster.....	\$2,000.00	Camouflage supervisor.
Weller, Fred.....	do.....	1,000.00	Clerk.
Wells, Harry L.....	do.....	2,600.00	Production manager.
Whitwell, George H.....	do.....	1,500.00	Statistical clerk.
Williams, John H.....	do.....	7,500.00	Executive in charge of method section of manufacturing branch.
Williams, Walter L.....	do.....	2,400.00	Supervising inspector of leather.
Wilson, Millar.....	do.....	3,500.00	Chief of converting section.
Wilson, Orme.....	do.....	1,700.00	Statistical assistant.
Wilton, James W.....	do.....	900.00	Wagon master.
Witherbee, Alfred S.....	do.....	3,000.00	Special business investigator and fire-prevention expert.
Wunderlich, Emil H.....	do.....	1,000.00	Clerk.
Barrett, O. W.....	Medical.....	5,500.00	Expert on carbon procurement.
Ellsworth, Leslie.....	do.....	5,500.00	Watchman.
Lewis, John.....	do.....	p. d. 15.00	Consulting engineer.
Littauer, Alfred.....	do.....	3,000.00	Special surgical instrument inspector.
Terman, Dr. Lewis M.....	do.....	1,800.00	Psychologist.
Webb, W. H.....	do.....	1,800.00	Watchman.
Weber, Miss Clara.....	do.....	1,100.00	Stenographer.
Felton, Samuel M.....	Engineer.....	12,000.00	Director general of railways.
King, Thomas H.....	do.....	p. d. 10.00	Assistant engineer.
Myers, J. R.....	do.....	1,800.00	Superintendent.
Shelley, Thomas S.....	do.....	1,200.00	Clerk.
Young, Col. Willard.....	do.....	p. m. 250.00	Agent.
Bradley, Albert.....	Signal Corps.....	2,400.00	Expert accountant.
Raggs, Martin C.....	do.....	2,400.00	Do.
Sack, Isid.....	do.....	4,000.00	Do.
Seidman, Frank E.....	do.....	4,000.00	Do.
Stahr, J. M.....	do.....	4,000.00	Do.
Dormar, Eitenne.....	do.....	4,800.00	Mechanical engineer.
Johnston, Gansey R.....	do.....	3,000.00	Telephone expert.
Bacon.....	Cantonment construction.....	p. m. 250.00	Supervising engineer.
Hoag, George F.....	Construction.....	1.00	Fire-protection engineer.
Tucker, Charles B.....	do.....	p. m. 250.00	Plumbing engineer.
Woodbury, James M.....	do.....	p. m. 250.00	Traveling expeditor.
Calkins, W. B.....	Watertown arsenal.....	p. m. 1.00	Operation of boiler plant.
Fay, Dr. Henry.....	do.....	p. m. 1.00	Metallographist.
Ries, Stanley.....	Administration of labor Standards for Army Clothing.....	p. d. 10.00	Inspector of conditions of fire prevention.
True, Miss Ruth S.....	do.....	2,000.00	Confidential secretary.
Coons, Dorothy Opal.....	Office of Military Intelligence Section.....	1,200.00	Clerk.
Ford, Mabel M.....	do.....	1,200.00	Do.
Reilly, Maud.....	do.....	1,200.00	Do.
Powell, Mabel.....	do.....	1,200.00	Do.

NAVY DEPARTMENT.

Baltzell, William H.....	Naval Aircraft factory.....	p. d. \$4.96	Assistant production superintendent.
Browne, Margaret W.....	Office of Chief of Naval Operations.....	1,000.00	Clerk, confidential duty.
Gage, Vincent.....	Bureau of Navigation.....	840.00	Copyist.
Goodloe, J. S. M.....	Bureau of Supplies and Accounts.....	p. m. 300.00	Expert accountant.
Gregory, John.....	Bureau of Construction and Repair.....	2,000.00	Junior inspector of naval construction.
Jansen, Alfred W.....	Navy yard.....	2,400.00	Assistant safety engineer.
Kennedy, Paul S.....	Bureau of Construction and Repair.....	p. d. 6.00	Material engineer.
Martin, Julius.....	Navy yard.....	p. d. 6.00	Expert radio aid.
Moirfield, Carl L.....	Aeronautic Station.....	p. d. 10.00	Assistant shop superintendent.
O'Connell, Maurice.....	Bureau of Construction and Repair.....	2,000.00	Assistant inspector.
Stoner, Harry.....	Navy yard.....	p. d. 7.04	Foreman loftsmen.
Thurston, Edward D., Jr.....	do.....	p. d. 6.00	Assistant inspector of motor-boat construction.

Appointments under section 10 of Rule II—Continued.

WAR TRADE BOARD.

Name.	Salary.	Position.
Anderson, Sidney W.	\$1,500.00	Assistant.
Baker, Roland M.	2,000.00	Do.
Denny, Charles B.	2,400.00	Do.
Loeb, Isaac Anderson	1,200.00	Do.
Strong, Richard A.	1.00	Do.
Beal, William de Ford	1.00	Do.
Wharton, Thomas A.	1,500.00	Do.
Fiske, Josiah N.	2,400.00	Do.
Potter, Edward C.	2,400.00	Trade expert.
McCutcheon, Victor M.	2,400.00	Assistant.
Newitt, Warren E.	1,200.00	Do.
Smith, Robert D.	1,800.00	Do.
Simon, John George	1,200.00	Assistant director.
Cox, Thomas R.	2,400.00	Trade expert.
Woodward, Fred	2,400.00	Assistant.
Bartlett, Charles G.	2,400.00	Do.
Mallory, Robert, jr.	2,400.00	Do.
Dickinson, J. H.	2,400.00	Do.
Mears, Louis H.	2,400.00	Do.
Welchel, Joseph E.	2,400.00	Do.
Griffith, Charles W.	1,800.00	Do.
Brown, Charles E.	1,800.00	Trade expert.
Grostwhite, Burwell N.	1,800.00	Assistant.
Oppenheimer, Edgar A.	1,500.00	Do.
Johnson, Peter J.	1,500.00	Trade expert.
Freud, Marcus L.	1,200.00	Assistant.
Calhoun, Francis A.	1,200.00	Do.
Holder, John H.	960.00	Do.
Monroe, Rolland G.	1.00	Do.
Murphy, Elmer R.	1.00	Special agent.
Arnold, Samuel G.	1.00	Assistant.
Martin, Drellincourt M.	1.00	Do.
Stetson, Mortimer A.	1,200.00	Do.
Hinchman, John R.	1,500.00	Do.
Worth, Joseph C.	1,800.00	Do.
Overall, John H.	1,800.00	Do.
Kirk, Frederick A.	1,500.00	Do.
Gibbs, George	2,400.00	Trade expert.
McGeorge, Thomas	1,200.00	Assistant.
Hurley, Charles T.	1,200.00	Do.
Patterson, Edward L.	3,000.00	Assistant director.
Klein, Lester C.	2,400.00	Trade expert.
Bradley, Charles F.	1,000.00	Assistant.
Ross, Herbert W.	1.00	Do.
Wilson, Henry O.	1.00	Trade expert.
Foss, Edgar B.	1,800.00	Assistant.
Hughes, Oliver B.	1,400.00	Do.
Phillips, Alexander	1,200.00	Do.
Allen, Frank A.	2,000.00	Special agent.
Lucas, Philip H.	1,800.00	Assistant.
Walker, Cecil T.	2,400.00	Do.
Jopling, Morgan W.	2,400.00	Do.
Latting, Emerson	1,700.00	Do.
Turner, James H.	2,400.00	Do.
Warland, William S.	1,500.00	Do.
Hadley, Walter N.	1,200.00	Do.
Douglass, Payson S.	1.00	Do.
Scott, Thomas	1.00	Do.
Barbey, Pierre L.	1.00	Do.
Massey, Willard	1.00	Do.
Spear, Philip B.	2,400.00	Do.
Campbell, Herbert J.	2,400.00	Do.
Keedy, Edwin R.	2,400.00	Do.
Huston, Charles A.	2,400.00	Do.
Bingham, Joseph W.	2,400.00	Do.
Luquer, Lynch	500.00	Do.
Lindley, Charles A.	1,200.00	Do.
Calpin, Mrs. Stephanie K.	900.00	Do.
Maas, Hugh C.	1,200.00	Do.
Haley, William T.	1,800.00	Do.
Chatfield, Henry S.	2,400.00	Trade expert.
Sherwood, Howard C.	2,400.00	Assistant.
Spencer, Seth S., jr.	2,400.00	Do.
Reinhart, Dexter K.	1,500.00	Do.
Worrell, Marvin L. R.	1,200.00	Do.
Butler, Ernest L.	p. m. 180.00	Do.
Johnson, William S.	1,200.00	Do.
Stearns, Douglas C.	720.00	Do.
Mechling, William Hibbs	1,500.00	Do.
Whitcomb, Preston	p. m. 60.00	Do.

Appointments under section 10 of Rule II—Continued.

WAR TRADE BOARD—Continued.

Name.	Salary.	Position.
Bakewell, Paul, jr.....	\$2,400.00	Assistant.
See, Alva B.....	1,500.00	Do.
Wilson, Richard T.....	1.00	Do.
Snyder, Louis J.....	1.00	Do.
Tingue, William J.....	1.00	Do.
Miller, C. O. G.....	1.00	Do.
Robinson, Joseph A.....	2,400.00	Trade expert.
Marshall, Alfred.....	2,400.00	Assistant.
Bruce, Malcom G.....	1,200.00	Do.
Dewey, Francis H., jr.....	1,200.00	Do.
Walsh, Edward J.....	1,200.00	Do.
Bell, Gordon K.....	1.00	Do.
McGonigal, Fred M.....	1.00	Do.
Kinnicut, Francis H.....	1.00	Do.
Talmadge, Henry, 2d.....	1,800.00	Do.
Orcutt, Reginald W.....	1,800.00	Trade expert.
Rawlings, Charles H.....	1,600.00	Assistant.
Thomas, Francis.....	1,200.00	Do.
Scott, Henry R.....	2,000.00	Do.
McDonald, Ward.....	1,200.00	Do.
Norman, Lionel A.....	1,200.00	Do.
Collins, George A.....	p. m. 35.00	Do.
Hubbard, Arthur L.....	2,400.00	Do.
Macneil of Barra, Robert L.....	2,000.00	Do.
North, Clarence J.....	720.00	Do.
Kuhn, George A.....	1,500.00	Do.
Clarke, John L.....	1,500.00	Do.
Hamilton, Miller.....	1,500.00	Assistant counsel.
Dix, Thomas C. R.....	600.00	Assistant.
McCrosky, James W.....	2,000.00	Do.
Carrott, Orville B.....	1.00	Do.
Gruening, Ernest H.....	2,400.00	Do.
Glucas, Lowell M.....	2,400.00	Do.
Bullock, Alexander H.....	3,000.00	Assistant director.
Draw, Clayton L.....	1,800.00	Assistant.
Jones, Pembroke.....	1.00	Do.
Van Norman, Lewis E.....	3,000.00	Do.
Witomsky, Alan D.....	1,000.00	Do.
Oratt, Charles.....	380.00	Do.
Ely, Richard.....	3,000.00	Confidential examiner and advisor.
Dwight, Frederick.....	1,200.00	Assistant.
Powdrell, Fred A.....	1,200.00	Do.
Fuller, Thomas J. D.....	2,400.00	Do.
Day, Wallace R.....	2,000.00	Do.
Broad, Frank W.....	2,400.00	Do.
Wilson, Charles T.....	1.00	Trade expert.
Bard, Claude M.....	1.00	Assistant.
Nixon, Frederick R.....	1.00	Do.
Aiken, John.....	1,500.00	Do.
Allert, Waldeman F.....	1,600.00	Do.
Alley, Rayford.....	3,000.00	Assistant director.
Ambler, Byron S.....	2,000.00	Assistant and consulting attorney.
Anderson, P. Chauncey.....	3,500.00	Counsel.
Backus, Richard C.....	1,500.00	Assistant.
Bakewell, Allan C., jr.....	1.00	Confidential junior assistant.
Balch, Frederick A.....	1.00	Special agent.
Barck, Miss Helen E.....	1,200.00	Confidential junior assistant.
Barlow, A. D.....	2,400.00	Confidential investigator.
Barrard, Charles A.....	1,900.00	Assistant.
Bates, Walter H.....	1,800.00	Trade expert.
Bartholomew, George K.....	2,400.00	Assistant.
Barton, Carlyle.....	3,000.00	Do.
Batchelder, Charles G.....	1,500.00	Do.
Bates, Walter H.....	2,400.00	Trade expert.
Bells, John P.....	1,500.00	Assistant.
Berkeley, Elmer S.....	1,400.00	Do.
Bingham, Charles.....	2,400.00	Do.
Bishop, Frank T.....	1.00	Do.
Blau, Jerome L.....	720.00	Do.
Blonfen, William J.....	1.00	Do.
Bogart, Theodore L.....	2,100.00	Transportation expert.
Boydén, Victor H.....	2,400.00	Editorial assistant.
Brasol, Boris L.....	2,400.00	Confidential investigator.
Bridgetts, John, jr.....	1,200.00	Assistant.
Briggs, George W.....	1,600.00	Do.
Brown, C. E.....	2,100.00	Trade expert.
Bruyn, William E.....	1.00	Commercial adviser.
Bryson, Charles E.....	900.00	Assistant.
Buckwater, Brinton.....	2,400.00	Do.
Burnside, DeWitt L.....	1,500.00	Do.
Burton, Frederick W.....	1.00	Corresponding secretary.

Appointments under section 10 of Rule II—Continued.

WAR TRADE BOARD—Continued.

Name.	Salary.	Position.
Butler, Marion, Jr.	p. m. \$50.00	Assistant.
Calhoun, Francis A.	1,800.00	Do.
Caterill, Charles A.	1,800.00	Confidential investigator.
Chapin, Charles D.	1.00	Assistant.
Clark, Charles T.	1,500.00	Office manager.
Class, F. Sherman	1,800.00	Private secretary.
Collings, Harry T.	1,200.00	Assistant.
Collins, George A.	12.00	Clerk.
Condict, John H. N.	1,800.00	Assistant.
Conger, Seymour B.	3,500.00	Special publicity work.
Cookman, Earl C.	1,200.00	Assistant.
Cooper, Michael J.	1,200.00	Trade expert.
Corbett, Henry L.	1.00	} Assistant.
	\$800.00	
Cornelius, Edward B.	3,000.00	Do.
Cory, Isaac H.	2,000.00	Do.
Cory, Isaac H.	2,400.00	Special agent.
Crazer, George C.	2,400.00	Confidential examiner and adviser.
Crane, Wilber E.	2,400.00	Trade expert on coal.
Crone, Frank L.	2,400.00	Representative on censorship committee.
Crum, Phelps.	2,400.00	Attorney to trade expert.
Davenport, Edward W.	2,400.00	Assistant.
Denby, Charles.	3,500.00	Director.
Denby, Stephen F.	1,200.00	Division chief.
De Reismes, Robert S.	2,000.00	Assistant.
Dickson, Il, Frederick S.	470.00	Do.
Dillon, John A.	2,000.00	Do.
Dix, T. C. R.	1,500.00	Do.
Dixon, Edward C.	2,400.00	Do.
Dorman, Thomas B.	1,800.00	Do.
Dortch, John B.	1.00	Special agent.
Drew, Clayton L.	2,250.00	Assistant.
Dunbar, C. E.	2,400.00	Confidential examiner and adviser.
Dumbar, Noel S.	2,400.00	Assistant.
Eberhart, David C.	1,530.00	Do.
Elliott, Albert W.	1.00	Do.
Elliott, Miss Janet.	600.00	Confidential junior assistant.
Engman, Harry H.	3,500.00	Assistant chief of a division.
Fales, Jr., Haliburton.	2,400.00	Assistant.
Farris, William R.	720.00	Do.
Ferguson, James McPhee.	2,400.00	Do.
Fertich, G. R.	2,100.00	Do.
Forgan, Jr., James B.	3,000.00	Assistant director.
Foster, Orrin A.	1,500.00	Confidential junior assistant.
Fuller, Mrs. Elizabeth S.	1,000.00	Clerk, confidential capacity.
Fuller, Jr., Paul.	3,500.00	Director.
Gans, Emmett W.	2,400.00	Assistant.
Gardner, Raynor M.	600.00	Do.
Gordon, Arthur E.	2,400.00	Representative on censorship committee.
Gray, Charles G.	1,800.00	Assistant.
Gregory, Charles N.	1.00	Do.
Griffin, Howard.	1,400.00	Do.
Guterman, Percy L.	2,400.00	Do.
Gutman, Leo J.	1,500.00	Do.
Gutman, Monroe C.	1.00	Do.
Hadden, Hamilton.	2,400.00	Confidential examiner and adviser.
Haffner, Jacob H.	3,000.00	Assistant director.
Hagemeyer, Frank E.	3,000.00	Do.
Hall, Clarence.	2,400.00	Trade expert.
Hall, Jr., Thomas W.	1,800.00	Assistant.
Hammond, John Henry.	1.00	Director of bureau
Harper, McClelland M.	1,800.00	Assistant trade expert.
Heinrich, F. W.	1.00	Trade expert.
Helbein, William.	1.00	Assistant.
Higgins, Harry A.	2,100.00	Do.
Higgins, Jr., Harvey A.	1,000.00	Do.
Hinchman, John R.	1,800.00	Do.
Holder, John H.	1,200.00	Do.
Hopkins, Granville B.	1,500.00	Do.
Horton, Byron S.	1.00	Do.
Slater, Jr., William A.	1.00	Do.
Hotchkiss, George B.	2,400.00	Do.
Howland, Daniel W.	2,400.00	Do.
Hoyt, Milton H.	2,400.00	Do.
Hume, Robert Scott.	1,800.00	Do.
Hunt, S. Foster.	2,400.00	Trade expert.
Huston, Mrs. Margaret D.	600.00	Private secretary.
Irving, Louis du P.	1,200.00	Assistant.
Johnson, Philip A.	2,000.00	Trade expert.

1 A night.

2 Promotion.

Appointments under section 10 of Rule II—Continued.

WAR TRADE BOARD—Continued.

Name.	Salary.	Position.
Jones, Harry L.....	\$600.00	Assistant.
Kane, Jr., James F.....	1,200.00	Do.
Kearns, Frank J.....	1.00	Secretary.
Kelleher, Dennis M.....	3,000.00	Assistant director.
Kempner, Clarence.....	3,500.00	Assistant.
Kempner, Clarence.....	2,000.00	Do.
Kempner, Clarence.....	2,400.00	Chief of division.
Kirby, Gustavus.....	1,200.00	Assistant.
Kissell, W. Thorn.....	3,000.00	Assistant director.
Knowles, Kenneth E.....	1.00	Confidential assistant and examiner.
Knox, Herman W.....	2,500.00	Executive secretary.
Lane, Thomas F.....	2,400.00	Trade distributor.
Ledlie, Joseph E.....	1,800.00	Confidential investigator and examiner.
Lester, Ralph J.....	2,000.00	Assistant.
Life, Frank M.....	1,800.00	Confidential investigator.
Livingston, Charles A.....	2,400.00	Confidential investigator and examiner.
Logue, Karl H.....	1,200.00	Assistant.
Lowe, Percy C.....	1,500.00	Do.
Lowrance, J. W.....	2,400.00	Private secretary.
Lynch, Peter J.....	2,400.00	Assistant.
McCaskill, Oliver L.....	2,400.00	Special agent.
McCoy, Earl Q.....	3,000.00	Accountant (auditor).
McDonald, John G.....	2,400.00	Auditor accountant.
McDonald, Ward.....	1,500.00	Confidential examiner and investigator.
McManus, Edward E.....	1,500.00	Assistant.
McMullen, Ray W.....	1,500.00	Do.
McReynolds, Frederick W.....	1.00	Do.
Mack, Harry W.....	1,200.00	Do.
Malcolm, James L.....	2,500.00	Assistant counsel.
Marchant, Paul C.....	1,500.00	Confidential advisor and investigator.
Marean, Parker E.....	2,000.00	Assistant.
Martin, Samuel L.....	1.00	Confidential investigator.
Massey, Alfred P.....	1,200.00	Assistant.
Mayers, Lawrence S.....	3,500.00	Do.
Miller, Robert W.....	2,400.00	Agent.
Millham, Charles R.....	2,000.00	Assistant to business manager.
Miner, Harry R.....	1.00	Assistant.
Mitchell, Frank J. R.....	1,500.00	Do.
Mitchell, Sidney.....	2,400.00	Trade expert.
Moler, William G.....	3,000.00	Confidential examiner.
Morse, Edward K.....	1.00	Assistant.
Morse, Howard M.....	2,400.00	Do.
Muckley, Henry C.....	2,400.00	Do.
Nathan, Jr., Edgar J.....	2,400.00	Do.
Nathan, Mrs. Mabel.....	1,800.00	Do.
Nelson, G. M.....	1.00	Do.
Newton, Miss Julia R.....	1.00	Do.
Nichols, Arthur B.....	300.00	Telephone operator and reception clerk.
Nonahan, Francis G.....	2,000.00	Assistant.
O'Brien, John H.....	900.00	Do.
Ogden, Charles W.....	1.00	Do.
Orr, George P.....	1.00	Do.
Osborn, Lester J.....	2,400.08	Confidential examiner.
Palmer, James J.....	1,800.00	Assistant.
Farr, Charles McKew.....	1,200.00	Do.
Farrish, James C.....	2,400.00	Do.
Feck, William E.....	1.00	Do.
Fendergast, Roland.....	2,400.00	Special agent.
Ferret, St. John.....	1,800.00	Assistant.
Peterson, Fred B.....	2,400.00	Do.
Phifer, Thomas M.....	2,400.00	Trade expert.
Pool, William H.....	3,000.00	Assistant director.
Post, Alfred S.....	3,500.00	Director.
Postley, Gilbert J.....	2,400.00	Assistant.
Pratt, Albert K.....	1.00	Do.
Prince, Morton P.....	2,400.00	Disbursing officer.
Radway, Edward M.....	1.00	Assistant.
Palmer, James J.....	2,400.00	Assistant.
Ralston, Glenn B.....	2,400.00	Trade expert on Jute.
Reardon, Edward E.....	1,000.00	Trade expert.
Reed, Kenneth M.....	1.00	Assistant.
Rhoades, Stephen P. N.....	2,400.00	Trade expert.
	1,200.00	Assistant.
	1,800.00	Do.
	2,400.00	Trade expert.
	720.00	Assistant.
	1,800.00	Confidential examiner and adviser.

Promotion.

Appointments under section 10 of Rule II—Continued.

WAR TRADE BOARD—Continued.

Name.	Salary.	Position.
Richards, Bluford N.....	\$2,000.00	Assistant.
Richards, L. L.....	3,500.00	Director.
Rickard, Joachim D.....	1,800.00	Trade expert.
Riley, Armin W.....	2,400.00	Assistant.
Roberts, sr., Thomas E.....	1,200.00	Do.
Robinson, Louis J.....	1,800.00	Do.
Rogers, Lyman W.....	1,800.00	Attorney to trade expert.
Root, Franklin T.....	2,400.00	Assistant.
Rosenbaum, Arthur A.....	1.00	Do.
Ross, Henry C.....	1,200.00	Do.
Ross, Lawrence B.....	1.00	Do.
Rothschild, Meyer D.....	1.00	Do.
Salomon, Sidney H.....	{ 1,500.00 }	Do.
Sanford, Henry G.....	{ 2,000.00 }	Do.
Clark, George E.....	{ 2,000.00 }	Do.
Schaff, Norman.....	{ 1,200.00 }	Do.
Scheneck, Henry.....	{ 1,800.00 }	Trade expert.
Scullen, Hugh T.....	2,400.00	Assistant.
Shepard, Abraham D.....	1,500.00	Do.
Shreve, C. Dudley.....	1.00	Do.
Skentelbery, Charles.....	1,200.00	Junior assistant.
Smith, Lawrence B.....	1.00	Assistant.
Smith, William F.....	1,200.00	Do.
Smythe, Robert B.....	{ 1,400.00 }	Do.
Snow, G. P.....	{ 1,200.00 }	Do.
Solomon, J. G.....	1,500.00	Do.
Southgate, Richard B.....	1,800.00	Do.
Spedden, Frederic O.....	720.00	Do.
Saltonstall, John L.....	1.00	Do.
Wolff, Stanley L.....	1.00	Do.
Stauffer, Carl T.....	1.00	Do.
Stern, Harold M.....	1,200.00	Do.
Stearns, Douglas C.....	{ 1,500.00 }	Do.
Sterling, Robert D.....	{ 720.00 }	Do.
Stevens, Harold B.....	1.00	Do.
Stevens, Miss Isabella.....	1,200.00	Do.
Stevenson, Miss Isabella.....	1,200.00	Confidential junior assistant.
Swaynee, Charles E.....	2,400.00	Assistant.
Talbot, Alfred L.....	2,000.00	Do.
Thayer, William W.....	2,500.00	Do.
Macy, W. K.....	1.00	Do.
Frothingham, Theodore.....	1.00	Do.
Thomas, Arthur F.....	2,000.00	Confidential adviser and examiner.
Thompson, Clarence Fred.....	1,800.00	Assistant.
Thompson, Samuel C.....	2,400.00	Expert.
Tomes, C. A.....	1.00	Special agent.
Tracy, Frederick A.....	1.00	Assistant.
Tucker, Wentworth.....	{ 1,200.00 }	Do.
Van Dyke, Edmund W.....	{ 1,800.00 }	Do.
Van Sicken, George W.....	1,800.00	Do.
Voorhees, Tracy S.....	1,200.00	Trade expert.
Wait, Walter W.....	2,400.00	Do.
Wallace, George W.....	2,000.00	Assistant.
Wallace, Harry R.....	1,800.00	Do.
Waring, Guy.....	1,800.00	Do.
Warner, Charles H.....	1,200.00	Do.
Warshow, Herman.....	900.00	Do.
Watson, William.....	2,400.00	Trade expert.
Weeks, Richard F.....	2,000.00	Assistant.
Welmer, Joseph G.....	2,000.00	Do.
White, Miss Priscilla.....	600.00	Confidential junior assistant.
Whiteside, Arthur D.....	1.00	Assistant.
Wildman, Murray S.....	720.00	Do.
Willcox, Marshall B.....	{ 1,800.00 }	Do.
Williams, Ellis C.....	{ 2,400.00 }	Do.
Wilson, Charles J.....	{ 1,800.00 }	Special agent.
Wilson, Edgar B.....	{ 2,400.00 }	Trade expert.
Worrell, Marvin M. L.....	1.00	Commercial adviser.
Wright, Edgar J.....	1,200.00	Assistant.
Young, Dr. Allyn A.....	2,000.00	Special agent.
	3,500.00	Director.

1 Promotion.

Appointments under section 10 of Rule II—Continued.

EXPORTS ADMINISTRATIVE BOARD.

Name.	Salary.	Position.
Berkeley, Elmer S.....	\$1,200.00	Assistant.
Michael, Mark M.....	2,400.00	Do.
Goldstein, Robert C.....	1,200.00	Do.
Jones, L. T.....	1,500.00	Do.
Van Norman, C. E.....	2,400.00	Do.
Weatherly, Joseph G.....	2,400.00	Do.
Rodman, George M.....	2,400.00	Trade expert.
Winston, Ambrose P.....	1,800.00	Do.
Tucker, Wentworth.....	1,200.00	Assistant.
Jevons, Thomas S.....	1,500.00	Do.
Peters, Thomas M.....	p. m. 25.00	Do.
Williams, Herbert A.....	1,400.00	Do.
Motte, John W.....	2,000.00	Do.
O'Neill, Harry E.....	2,400.00	Do.
Condict, John H. N.....	1,500.00	Do.
Oleve, N. W. Van.....	2,000.00	Do.
Livingston, Charles A.....	1,200.00	Do.
Hopwood, Harold E.....	p. m. 75.00	Do.
Kirby, Gustavus T.....	1,200.00	Do.
Andrews, James L.....	1,500.00	Do.
Welsh, George W.....	1,200.00	Do.
Chatfield, Frederick H.....	1,200.00	Trade expert.
Salomon, Sidney H.....	1,500.00	Assistant.
Norton, Hammatt.....	1,200.00	Do.
Harrison, Moses W.....	1,800.00	Do.
Searles, William L.....	2,400.00	Trade expert.
Curtis, John M.....	1,000.00	Assistant.
Flynn, Joseph F.....	p. m. 60.00	Do.
Goldstein, Robert C.....	1,800.00	Do.
Johnson, Woolsey M' A.....	2,400.00	Trade expert.
Crosby, John P.....	3,000.00	Assistant.
Short, jr., Charles N.....	2,400.00	Do.
St. John, Guy B.....	2,000.00	Do.
Booth, jr., George W.....	1,800.00	Do.
Helm, William H.....	1,800.00	Do.
Schaff, Norman.....	1,200.00	Do.
Merrill, Ralph W.....	1,000.00	Do.
Smith, William F.....	1,200.00	Do.
Sheehan, Murray.....	1,100.00	Do.
Sophrin, Michael.....	p. m. 60.00	Do.
Neal, Benjamin A.....	p. m. 175.00	Do.
Christopher, Frank A.....	1,200.00	Do.
Speer, F. H.....	2,400.00	Do.
Henican, Joseph P.....	2,400.00	Do.
Aborn, Frank P.....	2,400.00	Trade expert on leather and shoes.
Bullock, Alexander H.....	1,200.00	Assistant.
Curtis, Harry L.....	1,800.00	Trade expert.
Davis, Norman H.....	2,400.00	Foreign trade adviser.
Dorr, Goldthwaite H.....	{ p. m. 25.00 } 1 3,000.00	Assistant.
Dykman, Jackson A.....	{ 25.00 } 1 3,000.00	Trade expert.
Elliott, Charles S.....	1,000.00	Chief.
Holt, Harry G.....	{ p. m. 60.00 } 1 2,000.00	Assistant.
Lauthan, Arthur V.....	2,400.00	Do.
Mayer, Edwin B.....	{ 1,500.00 } 1 2,400.00	Do.
Morris, John H.....	1,800.00	Secretary.
Nettleton, George H.....	p. m. 25.00	Confidential assistant.
O'Brien, George L.....	2,400.00	Assistant.
Riley, Nelson S.....	{ 2,400.00 } 1 3,000.00	Trade expert.
Sikes, Jephtha B.....	1,400.00	Assistant.
Sewall, Henry F.....	1,900.00	Assistant.
Smith, L. G.....	2,400.00	Assistant cotton-trade expert.
Vandyck, James R.....	1,800.00	Assistant.
Van Houten, Albert E.....	2,400.00	Do.
Van Sindersen, Henry B.....	{ 1,200.00 } 1 3,000.00	Trade expert.
Wierum, Howard F.....	2,400.00	Do.
Woodhull, Jesse C.....	{ 1,200.00 } 1 2,400.00	Expert on lumber and timber.
		Trade expert.

1 Promotion.

Appointments under section 10 of Rule II—Continued.

OFFICE OF ALIEN PROPERTY CUSTODIAN.

Name.	Salary.	Position.
Kilbourne, H. O.....	\$2,000.00	Assistant.
Spruance, Russell.....	2,000.00	Do.
Riggs, Henry G.....	1,800.00	Do.
Campbell, Malcolm.....	2,500.00	Do.
Nickles, Charles E.....	1,200.00	Division office manager.
Murphy, James R.....	2,500.00	Assistant manager.
Case, Henry Jay.....	1,500.00	Assistant.
Bergen, John W. H.....	3,000.00	Expert accountant.
Smith, Charles A.....	2,400.00	Secretary.
Mahan, L. E.....	1,800.00	Assistant.
Pope, Percy B.....	3,000.00	Expert accountant.
Smith, Paul.....	1,600.00	Assistant.
Anglin, Francis X.....	2,000.00	Do.
Boyd, John T.....	1,500.00	Do.
Cate, Stephen L.....	1,800.00	Manager.
Davis, J. Lionberger.....	4,500.00	Managing director.
Dreher, Norman B.....	3,600.00	Chief clerk and director.
	4,000.00	Director.
Dunn, Homer A.....	4,000.00	Do.
Freeman, Zeph S.....	2,000.00	Assistant.
Gallagher, J. E.....	1,500.00	Chief of messenger service.
Hampstone, Ernest B.....	1,500.00	Assistant.
Hopkins, Rutherford.....	1,800.00	Accountant.
Emmons, G. E.....	1,800.00	Do.
Horne, F. J.....	4,000.00	Director.
Hunter, Charles E.....	2,000.00	Assistant.
Johnston, George J.....	1,800.00	Chief of division.
Hogan, Mortimer J.....	1,800.00	Do.
Kilbourne, H. O.....	3,000.00	Assistant.
Laycock, Charles H.....	1.00	Accountant.
Levering, Frederick A.....	3,000.00	Disbursing officer.
McClintock, Earl I.....	2,000.00	Chief of division.
Millward, Samuel C.....	2,000.00	Assistant.
Morgan, Herbert M.....	2,000.00	Chief of department.
Morgan, Sherley C.....	2,000.00	Manager of department.
	2,500.00	Chief of department.
Peabody, George Russell.....	1,500.00	Specialist in foreign securities.
Rhodes, Boyie O.....	1.00	Assistant.
Ryoinaki, Edger.....	2,600.00	Chief of division.
Scheide, William C.....	3,000.00	Do.
Scott, Robert T.....	2,400.00	Confidential and private secretary.
Shrigley, L. H.....	2,500.00	Assistant.
Snowden, L. M.....	2,000.00	Do.
Stearns, Robert B.....	2,000.00	Do.
Stone, Ralph.....	4,000.00	Officer in charge of trust department.
Swing, Miss Emily W.....	2,100.00	Secretary.
Walker, Harry W.....	2,000.00	Special representative.
Zimmerman, J. R.....	1,500.00	Clerk qualified as an accountant.

TREASURY DEPARTMENT.

Name.	Bureau.	Salary.	Position.
Fletcher, Robert P.....	War Risk Insurance.....	Examiner.
Parker, James C.....	do.....	Expert.
Gilman, Dr. W.....	Public Health Service.....	p. d. \$10.00	Consultant in industrial hygiene.
Edsall, Prof. David L.....	do.....	p. d. 10.00	Do.
Winslow, Prof. C. E. A.....	do.....	p. d. 10.00	Do.
Lederle, Rev. Francis.....	do.....	p. m. 50.00	Acting chaplain and assistant librarian.
Lee, Prof. Frederic S.....	do.....	p. d. 10.00	Consulting physiologist.
McLaury, D. B.....	do.....	1.00	Assistant.
Murphy, John D.....	Internal Revenue.....	p. d. 10.00	Chief of revenue agents.
Hurrey, Clarence B.....	do.....	3,000.00	Business expert.
Saville, Caleb M.....	Public Health Service.....	p. d. 10.00	Consulting engineer.
Stengel, Dr. Alfred.....	do.....	p. d. 10.00	Consultant in hygiene.
Perkins, Dr. Roger G.....	do.....	p. d. 10.00	Do.
Van Deusen, Harry E.....	do.....	p. m. 50.00	Attendant.
		p. m. 75.00	Breeder and caretaker of laboratory animals.
Wrightman, Miss Ida M.....	do.....	1 p. m. 75.00	Attendant.
Zimmer, Edwin J.....	War Risk Insurance.....	1,600.00	Executive assistant.

1 Promotion.

Appointments under section 10 of Rule II—Continued.

INTERIOR DEPARTMENT.

Name.	Bureau.	Salary.	Position.
Bain, Harry Foster.....	Bureau of Mines.....	\$4,800.00	Assistant to the Director.
Boehner, Dr. R. S.....	do.....	2,000.00	Organic chemist.
Bonner, Walter D.....	do.....	p. d. 10.00	Consulting chemist.
Burrell, Guy H.....	do.....	3,000.00	Chemical engineer.
Clark, William F.....	do.....	p. d. 10.00	Consulting engineer.
Fogg, Donald E.....	do.....	p. d. 10.00	Chemical engineer.
Johnson, J. E., jr.....	do.....	p. d. 10.00	Consulting metallurgist.
Johnston, John.....	do.....	p. d. 10.00	Consulting chemist.
Lewis, Prof. Warren L.....	do.....	p. d. 10.00	Do.
Marshall, Dr. Eli K., jr.....	do.....	3,000.00	Pharmacologist.
Marvin, F. K.....	do.....	3,000.00	Explosive chemist.
Norris, Dr. James F.....	Bureau of Mines.....	3,000.00	Chemist.
Probert, Frank Holman.....	do.....	p. d. 10.00	Mining engineer.
Roberts, Milnor.....	do.....	p. d. 10.00	Consulting engineer.
Schneider, Dr. Edward.....	do.....	3,000.00	Physiologist.
Stull, Ray T.....	Bureau of Mines.....	4,800.00	Chief ceramist.
Walker, Dr. Wm. H.....	do.....	p. d. 10.00	Consulting chemical engineer.

DEPARTMENT OF AGRICULTURE.

Alverd, Charles H.....		\$3,000.00	Emergency agriculturist and field agent.
Binnal, F. C.....		1,500.00	Scientist in Soil Laboratory investigations.
Cham, Liu Sung.....	Bureau of Plant Industry...	540.00	Field assistant in citrus canker experimental work.
Christie, George I.....		4,500.00	Assistant to Secretary of Agriculture.
Cook, Junius F.....		4,500.00	Do.
Finlay, James R.....	Bureau of Mines.....	p. d. 10.00	Consulting engineer.
Groff, George Widman.....		1,280.00	Field assistant in citrus-breeding work.
Guerrero, Joaquin.....		900.00	Assistant in horticulture.
Hurd, William D.....		1,800.00	Special assistant.
Johnson, Mrs. Caroline R.....		p. d. 4.00	Botanical indexer and Chinese translator.
Larson, C. W.....		3,750.00	Dairy expert.
Mann, Dr. William M.....		1,800.00	Specialist in ants.
Tejada, Eduardo Gonzales.....		2,500.00	Expert in charge of field experiments against the pink bollworm in Mexico.

DEPARTMENT OF COMMERCE.

Asnis, Charles E.....	Division of Export Licenses.....	p. m. \$60.00	Assistant.
Campbell, James.....	Bureau of Navigation.....	p. d. 4.00	Navigation inspector.
Coulter, John Lee.....	Division of Export Licenses.....	2,400.00	Statistician.
Snider, Guy Edward.....	do.....	1,800.00	Trade expert.
Miller, J. Bernard.....	do.....	¹ 1,000.00	Commercial agent.
Barber, John E.....	do.....	1,800.00	Assistant.
Bigelow, C. Willard.....	do.....	2,400.00	Trade expert.
Wilson, Howard L.....	do.....	2,400.00	Accountant.
Condict, Philip K.....	do.....	2,400.00	Trade expert.
Parker, James A.....	do.....	2,400.00	Do.
Burke, Walter D.....	do.....	p. m. 100.00	Do.
Tucker, Carl.....	do.....	p. m. 100.00	Do.
Mitchell, John M.....	do.....	p. m. 60.00	Assistant.
Williams, Curtis C., Jr.....	do.....	p. m. 60.00	Do.
Simpson, Kemper.....	do.....	p. m. 60.00	Do.
Lehmayer, Sylvan, Jr.....	do.....	p. m. 60.00	Do.
Sexton, Sherman John.....	do.....	p. m. 60.00	Do.
Schiffer, John W.....	do.....	p. m. 25.00	Do.
Cameron, Charles R.....	do.....	p. m. 25.00	Do.
Burke, Malcolm C.....	do.....	p. m. 25.00	Do.
Dominick, Everett.....	do.....	p. m. 25.00	Do.
Oliphant, Herman E.....	do.....	p. m. 25.00	Do.
Gutman, Leo J.....	do.....	p. m. 25.00	Do.
Dykman, Jackson A.....	do.....	p. m. 25.00	Trade expert.
Lehman, Harold M.....	do.....	p. m. 25.00	Do.
Dorr, Goldwalte H.....	Bureau of Foreign and Domestic Commerce.....	p. m. 25.00	Assistant.
Engman, Henry A., jr.....	Division of Export Licenses.....	3,000.00	Assistant chief.
Holt, Harry C.....	do.....	p. m. 60.00	Assistant.
Jacobs, Edward.....	do.....	p. m. 60.00	Do.

¹Promotion.

Appointments under section 10 of Rule II—Continued.

DEPARTMENT OF COMMERCE—Continued.

Name.	Bureau.	Salary.	Position.
Johnson, Emory R.....	Bureau of Foreign and Domestic Commerce, Division of Export Licenses.	\$2,400.00	Trade expert.
Wolfe, Albert B.....	do.....	1,800.00	Economist.
Huebner, Grover G.....	do.....	1,800.00	Trade expert.
McKellar, Robert D.....	do.....	1,000.00	Assistant.
Hardenbergh, William P., Jr.	do.....	p. m. 60.00	Trade expert.
Foreman, Gerhard.....	do.....	p. m. 60.00	Assistant.
Bodman, George M.....	do.....	p. m. 60.00	Do.
Dean, Thompson.....	do.....	p. m. 60.00	Do.
Harrison, Lewis Irving.....	do.....	p. m. 60.00	Do.
Cusack, James R.....	do.....	p. m. 60.00	Do.
Whitlock, Bache McE.....	do.....	p. m. 60.00	Do.
Dickinson, John.....	do.....	p. m. 60.00	Do.
Helle, Stanley J.....	do.....	p. m. 60.00	Do.
Breyman, Eugene A.....	do.....	p. m. 60.00	Do.
Becker, James H.....	do.....	p. m. 60.00	Do.
Belfeld, Robert S.....	do.....	p. m. 60.00	Do.
Judd, G. Walton.....	Division of Export Licenses.	2,400.00	Executive officer.
Mochizuki, Matsutaro...	Department of Commerce...	1,500.00	
Munson, Robert H.....	Division of Export Licenses.	720.00	Clerk to commercial attaché,
Noyes, Pierrepont B.....	Bureau of Foreign and Domestic Commerce.	2,400.00	Tokyo, Japan.
O'Brien, Morgan J., Jr...	Division of Export Licenses.	p. m. 60.00	Trade expert.
Orcutt, Reginald W.....	Bureau of Foreign and Domestic Commerce.	1,800.00	Assistant.
Patterson, William M.....	do.....	1,200.00	Trade expert.
Richards, Charles A.....	Division of Export Licenses.	3,500.00	Expert.
Young, Allyn A.....	do.....	3,000.00	Chief.
Johnston, Franklin.....	do.....	2,400.00	Chief of Statistical Division.
Peterson, Fred B.....	do.....	2,400.00	Editor.
Hutchinson, Lincoln.....	do.....	2,400.00	Trade expert.
Anderson, P. Chauncey.....	do.....	2,400.00	Do.
Richards, Lowell L.....	do.....	2,400.00	Do.
Van Sandersen, Henry B.....	do.....	1,200.00	Do.
Altschul, Frank.....	do.....	p. m. 60.00	Do.
Fuller, Paul, Jr.....	do.....	p. m. 60.00	Chief of War Intelligence Section.
Johnson, Philip A.....	do.....	p. m. 60.00	Assistant.
Norris, Richardson.....	do.....	p. m. 60.00	Do.
Feld, George H.....	do.....	p. m. 60.00	Do.
Class, T. Sherman.....	do.....	p. m. 60.00	Do.
Fortich, George B.....	do.....	p. m. 60.00	Do.
Burrows, William F., Jr.....	do.....	p. m. 60.00	Do.
Burrows, Arthur A.....	do.....	p. m. 60.00	Do.
Relston, Glenn B.....	do.....	p. m. 60.00	Do.
Axe, Emerson Wirt.....	do.....	p. m. 60.00	Do.
Oliver, Joseph D., Jr.....	do.....	p. m. 60.00	Do.
Brainard, Millar.....	do.....	p. m. 60.00	Do.
Parker, William.....	do.....	2,000.00	Trade expert.
Young, Prof. Allyn A.....	Bureau of Foreign and Domestic Commerce.	p. m. 200.00	Commercial agent.
Young, Milton L.....	Division of Export Licenses.	1,800.00	Assistant.
Jungfleisch, Frank.....	Bureau of Standards, Pittsburgh, Pa.	780.00	Glass pot maker's helper.
Krewson, R. H.....	Bureau of Standards.....	2,000.00	Assistant shop superintendent.
Marks, Prof. Lionel S.....	do.....	p. m. 200.00	Mechanical engineer.
Peters, F. A.....	do.....	1,200.00	Foreman of mechanics and laborers.
Zimmer, Casper.....	Bureau of Standards, Pittsburgh, Pa.	1,200.00	Glass pot maker.

INTERSTATE COMMERCE COMMISSION.

Name.	Salary.	Position.
De Groot, E. H.....	\$7,500.00	Chief of division.
Barlow, Henry C.....	p. m. 250.00	Consultant.
Lee, George A.....	5,000.00	Attorney analyst.
Templeton, Miss Blanche E.....	900.00	Under clerk.

¹ Promotion.

Appointments under section 10 of Rule II—Continued.

FOOD ADMINISTRATION.

Name.	Salary.	Position.
Bestor, Arthur E.....	p. m. \$220.00	Chief of section.
Eaton, Dr. Edward B.....	p. d. 6.00	Congregational representative in cooperating organizations division.
Winestine, Norman.....	p. m. 100.00	Specialist in Jewish organizations.
Brooks, Fred S.....	1,800.00	Assistant director, transportation.
Carr, Julian C.....	p. m. 240.00	Expert, section of cooperating organizations.
Culbertson, Henry C.....	p. m. 150.00	Chief, cooperating organizations.
Dumbeck, F. C.....	2,400.00	Chief clerk.
Durand, E. Dana.....	p. m. 225.00	Assistant to the head of the Meat Division.
Eaton, H. A. F.....	p. m. 130.00	Special writer.
Edmunds, James B.....	p. m. 275.00	Secretary to the head of fuel supplies, Fuel Administration.
Eustace, Harry J.....	2,400.00	Assistant, perishable fruit distribution.
Hearty, Edward W. J.....	2,400.00	Do.
Hebard, A. F.....	p. m. 125.00	Specially qualified assistant to Dr. Garfield.
Hespe, Dr. H. Charles.....	p. m. 100.00	Assistant in motion-picture section, Public Information Division.
Hull, Dr. Thomas G.....	2,500.00	Chief of exhibits and campaign methods.
Lindauer, Samson A.....	p. m. 100.00	Assistant license section.
Lord, Miss Isabel Ely.....	p. m. 200.00	Chief of home economics.
Lower, Elton.....	p. m. 250.00	Assistant.
Martin, Harry M.....	p. m. 100.00	Head clerk.
Do.....	p. m. 150.00	Do.
Moore, Paul.....	p. m. 200.00	Assistant representative of the Churches of Christ.
Nims, Harry D.....	p. m. 225.00	First assistant to the Fuel Administrator.
Stammer, Walter H.....	p. m. 100.00	Assistant in license section.
Stewart, Charles.....	p. m. 75.00	Assistant in information (press agent).
Sweet, Louis D.....	p. m. 200.00	Head of potato division.
Warrington, J. C.....	p. m. 150.00	Canned goods expert.

BOARD OF EDUCATION.

Name.	Bureau.	Salary.	Position.
Alden, Charles E.....	Federal Board for Vocational Education.	\$2,750.00	Chief clerk.
Prosser, Charles A.....	Board for Vocational Training.	10,000.00	Director.
Smith, K. G.....	Federal Board for Vocational Education.	Research assistant.
Swiggett, Glen L.....	Bureau of Education.....	3,000.00	Specialist in commercial education.

MISCELLANEOUS DEPARTMENTS AND ESTABLISHMENTS.

Allen, Miss E. C.....	Smithsonian Institution.....	\$1,800.00	Wax modeler.
Au, Carl H.....	Geological Survey.....	p. d. 8.00	Designing and assembling specialist.
Dornhelm, C. E.....	St. Elizabeths Hospital.....	p. m. 50.00	Veterinarian.
Goss, Oliver P. M.....	Forest Service, Madison, Wis.	p. m. 200.00	Consulting engineer.
Hudson, Prof. Manley O.....	State Department.....	2,000.00	Law clerk.
McGregor, Miss Ula.....	Immigration Service, Port Townsend Quarantine Station.	p. m. 70.00	Nurse to alien leper.
Pogue, Dr. Joseph E....	National Museum.....	p. m. 150.00	Special assistant.

APPOINTMENTS UNDER THE EXECUTIVE ORDER OF MARCH 26, 1917.

STATE DEPARTMENT.

Name.	Bureau.	Salary.	Position.
Dwight, Mattland.....	State Department.....	\$2,000.00	Law clerk, specialized in international law and diplomacy.
Green, John Raeburn.....	do.....	2,000.00	Law clerk.
Hefty, J. G.....	International (Canadian) Boundary Commissions.	1,800.00	Topographer.
Lynt, Richard K.....	do.....	1,860.00	Do.
McKernan, Louis.....	State Department.....	2,000.00	Law clerk.
Owen, Howard R.....	State, War, and Navy Department.	1,400.00	Clerk, assistant to the superintendent of the building.
Perry, Guy A.....	International (Canadian) Boundary Commission.	1,400.00	Assistant surveyor.
Vallance, William R.....	State Department.....	1,200.00	Law clerk, qualified in international law.
Vreeland, Hamilton.....	do.....	2,000.00	Law clerk.

WAR DEPARTMENT.

Allanbrook, Miss Mabel C.	Office of Secretary of War...	\$1,200.00	Clerk.
Allen, Harry L.....	Hooe Building.....	1,500.00	Superintendent.
Barker, Charles E.....	Mississippi River Commission.	p. m. 90.00	Purchasing clerk.
Barkley, G. W.....	Army Transport Service....	1,500.00	Capacity clerk.
Bassinger, J. G.....	Army Supply Base at South Brooklyn.	6,000.00	Supervising engineer.
Blake, Mrs. Ida Douglas.	do.....	1,100.00	Clerk.
Bockman, Miss Regina A.	Telephone Division.....	900.00	Line order clerk.
Bradley, Miss Frances S.	War College Division.....	1,200.00	Translator.
Wadsworth, Miss Emily L.	do.....	1,200.00	Do.
Burns, William J.....	Office of the Surveyor General of Supplies.	1,800.00	Secretary in a confidential capacity.
Chapin, Mrs. Emma L..	Office of Chief of Ordnance.	Punch card operator.
James, Mrs. Anna M.....	do.....	Do.
Cobb, Miss Margaret N.	do.....	1,200.00	Psychologist.
Crede, William.....	Embarkation branch, storage and traffic branch.	p. m. 150.00
Dadourian, Prof. H. M..	do.....	2,500.00	Aeronautical engineer.
Day, Charles.....	Office of Secretary of War...	1,800.00	Special assistant to the Secretary.
Dowell, Miss Nora E.....	War College.....	1,200.00	Catalogue clerk.
Ducker, Dr. Orlando.....	War and Navy Office Building, Henry Park Reservation.	2,000.00	Assistant superintendent.
Evans, Miss O. Louise...	do.....	1,500.00	Research librarian.
Farman, Miss Marie L..	War College.....	1,200.00	Translator.
Fontaine, Miss Mary L.	do.....	1,200.00	Do.
Ford, Herman.....	Administration of labor standards for Army clothing, New York City.	2,500.00	Expert in fire prevention.
France, Dorothy.....	Adjutant General's Office...	1,100.00	Clerk.
Frank, L. K.....	Office of the Provost Marshal General.	3,000.00	Special expert.
Gallagher, Miss M. E.....	do.....	1,500.00	Do.
Frey, Mrs. Emma.....	Office of the auditor.....	1,200.00	Clerk.
Frye, Robert N.....	Expeditionary depot, Baltimore, Md.	1,600.00	Do.
Glenn, Miss Mary A.....	National Army.....	Stenographer and typewriter.
Gloster, Miss Jeannie S.	do.....	1,100.00	Typist.
Grafflin, J. J.....	Storage Control Subdivision.	p. m. 250.00	Supervising and constructing engineer.
Hazzard, Charles A.....	Office of Auditor for War Department.	1,400.00	Rate clerk.
Smith, Louis A.....	do.....	1,400.00	Expert rate clerk.
Henne, Mrs. Lillian M..	Office of Secretary of War...	1,100.00	Clerk.
Jamin, Miss Juliette.....	Office of Chief of Ordnance..	2,080.00	French stenographer.
Kellogg, J. M.....	Office of the Officer in Charge of Public Buildings, Washington, D. C.	p. h. 1.00	Architectural draftsman.
Kelly, Lloyd E.....	do.....	Assistant material engineer.
Kerf, Henry.....	Washington Barracks, D. C..	1,000.00	Draftsman.
Knox, Miss Marguerite..	Office of Chief of Staff.....	1,100.00	Schedule clerk.

Appointments under the Executive order of March 26, 1917—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Kraft, William A.	Sandy Hook Proving Ground		Mechanical draftsman.
Lackey, Oscar F.	Supply Depot, South Boston, Mass.	\$7,500.00	Supervising engineer.
Lansing, Miss Ruth.	Office of the Chief of Staff.	1,400.00	Linguist.
Smith, Miss Bertha G.	do.	1,400.00	Do.
Leshar, William A.	do.	1,600.00	Law clerk.
Marks, Joseph.	Office of auditor.	1,400.00	Expert rate clerk.
Milliken, Miss Bertha C.			French translator.
Monnypenny, Mrs. Florence.		1,100.00	Confidential secretary and stenographer.
Monroe, P. E.		p. m. 275.00	Purchaser of material.
Needle, Morris.	Supply and Equipment Division.	1,800.00	Inspector of military clothing.
Nesbit, Frank F.		1,100.00	Law clerk.
Richmond, Waldemar S.		3,000.00	Junior civil engineer.
Rickert, Edith.	Office of Chief of Staff.	1,400.00	Cryptographer.
Sewell, James W.	Camp Travis, Tex.	2,400.00	Superintendent of laundry.
Seymour, K. B.	Office of auditor.	1,400.00	Clerk.
Shannon, E. P.	Office of Director of Inland Transportation, 45 Broadway, New York.	p. m. 200.00	Assistant to Mr. B. M. Flippin, assistant director.
Stevens, Miss Helen.	Office of the Surgeon General	1,000.00	Clerk.
Steel, Miss Edith.	do.	1,000.00	Do.
Strimple, T. Laurence.	Office of Secretary of War.	1,200.00	Do.
Summers, Miss Mary.	Telephone division.	1,800.00	Chief operator.
Theobald, Miss Otilie.	Office of Chief of Staff.	1,400.00	Linguist.
Thompson, C. R.		1,800.00	Assistant to director of telephones.
Ulrich, Miss Ethel C.	Office of Chief of Ordnance.	1,800.00	Clerk.
Waddell, Mrs. Frances B.	Embarkation Service.	1,100.00	Confidential secretary.
Barrell, Mrs. Dalla H.	do.	1,100.00	Do.
Walker, Miss Frances A.	Army War College.	1,200.00	Historical research clerk.
Warwick, J. F.		p. m. 150.00	Electrical draftsman.
Wheeler, Earl.		3,000.00	Assistant engineer.
White, William A.		p. m. 175.00	Architectural designer.
Williams, M. W.	Storage, Control and Traffic Division.	p. m. 300.00	Consulting engineer.
Wittschen, Miss Emma A.	Office of the commandant of the School of Military Aeronautics, Berkeley, Cal.	1,200.00	Clerk-stenographer.
.....	Shipping Control Committee, Army Transport Service.		
.....	Office of Department Intelligence Officer, Nogales, Ariz.	p. m. 125.00	Stenographer and Spanish translator.
.....	Concentration Camp, Allentown, Pa.	p. m. 125.00	Camp quartermaster.
Adams, Miss Jessie.	Ordnance.	\$1,800.00	Special investigator.
Adkins, Aubrey.	do.	1,800.00	Production assistant.
Adler, Albert A.	do.	1,400.00	Inspector of pyrotechnics.
Alcock, George W.	do.	2,750.00	Special assistant.
Alden, Miss Ruth.	do.		Clerk.
Hill, Miss Eleanor H.	do.		Do.
Dowd, Miss Constance W.	do.		Do.
Allis, Robert T.	do.	3,000.00	Production engineer.
Anderson, Miss Mary.	do.	2,000.00	Special investigator.
Artrim, Harvey E.	do.	p. m. 260.00	Employment superintendent.
Armistead, Edwin A.	do.	2,000.00	Executive assistant.
Ashley, William M.	do.	3,500.00	Superintendent.
Auchincloss, William K.	do.	2,400.00	Mechanical draftsman.
Baker, Francis B.	do.	1,700.00	Translator of technical Italian and French.
Baldwin, Frank E.	do.	3,000.00	Traveling supervisor.
Becker, Carl.	do.		Instructor of inspectors.
Becker, Carl.	do.	2,400.00	Technical and executive assistant to the Chief of the Equipment Section of the Engineering Bureau, Washington, D. C.
Beeman, Charles D.	do.	2,400.00	Price approving expert.
Benedict, Holland E.	do.	3,600.00	Assistant in metallurgical research.
Boswell, Miss Jessie.	do.	1,800.00	Reference librarian.
Bowles, Joseph L., jr.	do.	3,600.00	Special investigator.
Bradley, Miss Helen.	do.	1,000.00	Clerk with knowledge of modern languages.
Briggs, J. B.	do.	2,400.00	Gauge designer.
Bryan, Miss Helen.	do.	2,000.00	Special investigator.
Burley, John B.	do.	3,000.00	Production engineer.
Burlow, Josiah.	do.	3,000.00	Traveling supervisor.

† Transfer.

Appointments under the Executive order of March 26, 1917—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Butler, F. C.	Ordnance.	\$4,000.00	Industrial expert.
Butt, Miss Jane H.	do.	1,100.00	Special clerk.
Coffin, A. W.	do.	2,000.00	Special investigator.
Coffin, A. W.	do.	2,500.00	Do.
Cornell, Miss Louise.	do.	2,000.00	Do.
Corsa, Lawrence J.	do.	2,000.00	Production assistant.
Coyne, Charles E.	do.	2,800.00	Special investigator.
Cruikshank, Harrison.	do.	3,000.00	Assistant editor.
Daly, Gerald H.	do.	2,400.00	Expert on raw textiles.
Davis, Charles L.	do.	p. d. 30.00	Engineer.
Denny, Washington I.	do.	2,400.00	Production assistant.
Diehl, G. R.	do.	1,800.00	Silk expert.
Dunphy, Herbert I.	do.	3,000.00	Office manager.
Dyke, William R.	do.	2,400.00	Production manager.
Scott, Amos W.	do.	2,400.00	Do.
Stitt, Herbert Lee.	do.	2,400.00	Do.
Dyke, W. R.	do.	2,400.00	Production assistant.
Edmondson, William P.	do.	2,000.00	Do.
Edsall, A. Russell.	do.	1,800.00	Do.
Elbert, Robert S.	do.	3,000.00	Safety engineer.
Engels, William L.	do.	2,000.00	Research chemist.
Epley, Henry E.	do.	3,000.00	Production engineer.
Ewig, Charles H.	do.	1,400.00	Clerk, with special experience in the methods of funds and cost keeping of the Ordnance Department.
Fagan, William L.	do.	1,800.00	Employment agent.
Farley, Frank C.	do.	3,000.00	Special assistant.
Feinberg, Dr. Benjamin G.	do.	2,400.00	Research chemist.
Flechter, Frederick C., Jr.	do.	p. m. 206.00	Superintendent of maintenance.
Fisher, E. M.	do.	2,700.00	Production supervisor.
Fitz-Gerald, N. L.	do.		Employment executive.
Flannery, J. W.	do.	1,800.00	Assistant production manager.
Do.	do.	2,400.00	Do.
Forester, John C.	do.	3,600.00	Special investigator.
Forse, Albert R.	do.	2,400.00	Production supervisor.
Francis, Isaac H.	do.	3,600.00	Production plant engineer.
Frick, Chester A.	do.	3,000.00	Production supervisor.
Fritz, Cassius.	do.	1,800.00	Production engineer.
Gallagher, J. E.	do.		Calculating machines operator.
Gibson, Henry T.	do.	1,200.00	Leather clerk.
Gross, George J.	do.	2,000.00	Building superintendent.
Groves, C. M.	do.	3,000.00	Industrial expert.
Guerrant, Russell H.	do.	2,500.00	Safety engineer.
Price, J. L.	do.	2,500.00	Do.
Behr, Herman.	do.	2,500.00	Do.
Guiney, John A.	do.	p. m. 125.00	Superintendent of construction.
Hall, J. W.	do.	2,400.00	Production assistant.
Halsey, Miss Olga S.	do.	2,000.00	Special investigator.
Harris, C. H.	do.	2,000.00	Fuel production expert.
Hartnett, Michael.	do.	1,600.00	Inspector of artillery ammunition—high explosive shell loading.
Haven, Mabel Bridgeman	do.	1,100.00	Production dispatcher.
Hayes, Paul.	do.		Leather chemist.
Hewes, Miss Amy.	do.	3,000.00	Special investigator.
Hewes, Virgil H.	do.	3,600.00	Mechanical engineer.
Hicks, Dr. F. C.	do.	3,000.00	Special investigator.
Holmes, William E.	do.	3,000.00	Do.
Homans, J. E.	do.	2,000.00	Editorial assistant.
Hopple, William H.	do.	2,400.00	Production expert.
Howe, Denis F.	do.	3,000.00	Special investigator.
Hudson, Edward S.	do.	2,400.00	Industrial expert.
Hunter, Charles Welsh.	do.	3,500.00	Gas engineer.
Huyette, C. E.	do.	4,000.00	First assistant production manager.
Irwin, Edwin Payson.	do.	2,400.00	Investigator.
Do.	do.	3,600.00	Do.
Johns, Rosalie Van Dyke	do.	1,100.00	Welfare and housing assistant.
Johnson, Elmer E.	do.	2,000.00	Assistant in charge of operation.
Johnson, Milton K.	do.	1,500.00	Special searcher and investigator.
Kamper, J. W.	do.	2,500.00	Safety engineer.
Kaulbach, George C.	do.	1,760.00	Assistant business manager.
Kerschner, Mrs. Grace Tebay.	do.	p. m. 200.00	Expert in business administration.
Kihn, William J.	do.	1,800.00	Production supervisor.
Kline, Ed.	do.	1,500.00	Inspector of pyrotechnics.
Knipe, Albertson F.	do.	2,500.00	Assistant to production manager.
Kreider, Dr. H. B.	do.	2,100.00	Research chemist.

1 Promotion.

2 Transfer.

Appointments under the Executive order of March 26, 1917—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Langdon, Maurice J.	Ordnance	\$3,600.00	Supervising inspector of ordnance material.
Langewiesch, William	do.	3,000.00	Expert master mechanic.
Lawless, Horvey Platt	do.	1,800.00	Production engineer.
Lee, Miss Lydia Morton	do.	1,100.00	Clerk (special office executive).
Do	do.	1,600.00	Do.
Leighton, George F.	do.	3,000.00	Production supervisor.
Lewis, John	do.	p. d. 15.00	Consulting engineer.
Little, Miss Brendice P.	do.	1,500.00	Executive assistant.
Loomis, Eugene A.	do.	1,800.00	Production engineer.
Loomis, M. F.	do.	3,600.00	Production assistant.
MacLennan, Mrs. Catherine.	do.		Executive office assistant on ordnance catalogue work.
McAllister, Dr. Addams S.	do.	5,000.00	Editing engineer.
McCann, Mrs. Martha Nelson.	do.	2,400.00	Field representative.
McCann, Mrs. Martha N.	do.	1,800.00	Welfare worker.
McCarren, John F.	do.	2,400.00	Correspondent.
McCauley, John F.	do.	1,200.00	Disbursing clerk.
McClure, R. M.	do.	3,600.00	Special investigator.
McEwen, Fred B.	do.	3,000.00	Production manager.
McHenry, William J.	do.	3,000.00	Production engineer.
Magee, Prof. James D.	do.	p. m. 175.00	Economic historian.
Mahoney, Frank D.	do.	3,600.00	Electrical engineer.
Mallory, Silas G.	do.	2,200.00	Assistant personnel officer.
Mann, Dr. Kristine.	do.	3,000.00	Special investigator.
Mann, Randolph M.	do.	3,000.00	Industrial expert on safety engineering.
Marton, George J.	do.	2,400.00	Machine designer.
Means, Ralph P.	do.	2,400.00	Expert on the production of steel helmets.
Meech, Huntington P.	do.	3,000.00	Chief auditor.
Moeller, Carl H.	do.	2,400.00	Hardware production.
Morrison, George W.	do.	3,000.00	Production manager.
Newhall, John D.	do.		Assistant to business manager.
Newman, Miss Ruth A.	do.	1,100.00	Assistant to safety engineer, C. H. Thompson.
Nichols, Charles H.	do.	3,000.00	Efficiency engineer or as expert in business administration.
O'Connor, James G.	do.	3,000.00	Advisory engineer on power development.
O'Hara, Frank	do.	2,400.00	Research assistant in economics.
Otte, Charles W., Jr.	do.	2,000.00	Employment manager.
Pageantte, J. B.	do.	1,800.00	Cost approving assistant.
Pershing, John E.	do.	p. m. 154.00	Armament machinist.
Peterson, Oscar R.	do.	1,800.00	Traffic manager.
Pope, George W.	do.	3,000.00	Production assistant.
Potter, Miss Dorothy.	do.	1,100.00	Clerk.
Raque, Phillip E.	do.	3,600.00	Production superintendent.
Read, Thomas T.	do.	3,600.00	For investigational and research work pertaining to metals used in munitions and ordnance equipment.
Reardon, R. E.	do.	1,800.00	Gun-sight expert.
Reed, John Wesley	do.	2,400.00	Accountant.
Reynolds, G. D.	do.	3,600.00	Machine designer.
Richardson, Miss A. A.	do.	1,800.00	Woman investigator.
Richardson, Calvin P.	do.	2,000.00	Employment manager.
Riley, Edward N.	do.	2,400.00	Industrial expert.
Ring, Miss Avis	do.	2,000.00	Special investigator.
Ritt, Joseph F.	do.	p. m. 150.00	Master computer.
Robinson, Harry L.	do.	3,600.00	Production expert.
Rogers, A. F.	do.	3,120.00	Supervising control expert.
Rowe, Stanley M.	do.	2,000.00	Production expert.
Rozzi, Arthur	do.	1,500.00	Inspector of pyrotechnics.
Russell, Lewis H.	do.	3,600.00	Production superintendent.
Sabine, Prof. G. H.	do.	2,000.00	Assistant to personnel officer.
Sampson, Winslow F.	do.		Production engineer.
Schlicker, Miss Christina.	do.	1,100.00	Typewriter.
Schobell, J. H.	do.	4,000.00	Assistant district chief production.
Schobell, Joseph H.	do.	4,000.00	Production manager.
Haydock, George S.	do.	4,000.00	Do.
Stewart, Bayard	do.	4,000.00	Do.
Scott, John W.	do.	2,400.00	Paper purchaser expert.
Sharp, H. S.	do.	2,400.00	Production assistant.
Sheehan, T. C.	do.	p. d. 15.00	Labor adjuster.
Sherrill, Miles S.	do.	3,600.00	Chemical investigator.

1 Transfer.

Appointments under the Executive order of March 26, 1917—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Simpson, G. P.....	Ordnance.....	\$3,000.00	Mechanical engineer consultant is the manufacture of small-arm ammunition.
Smith, Donald H.....	do.....	2,000.00	Director of operations, U. S. Army Tank Line Branch.
Smith, Harry M.....	do.....	2,400.00	Special investigator.
Smith, Joseph R., Jr.....	do.....	1,800.00	Assistant.
Snyder, John S.....	do.....	3,600.00	Production supervisor.
Stanley, Augustus R.....	do.....	2,400.00	News editor.
Stevens, Dr. K. K.....	do.....	p. d. 25	Consulting metallurgical chemist.
Do.....	do.....	3,500.00	Do.
Stevenson, Miss Idabelle.....	do.....	1,500.00	Special investigator.
Stewart, C. J.....	do.....	2,400.00	Fuel-production expert.
Stewart, Harold O.....	do.....	1,800.00	Production engineer.
Stockton, Richard.....	do.....	2,000.00	Do.
Story, Sterling P.....	do.....	1,800.00	Expert in business administration.
Do.....	do.....	2,400.00	Do.
Swartz, George O.....	do.....	3,000.00	Employment manager.
Teed, Mrs. Clara M.....	do.....	p. m. 200.00	Special investigator.
Thomas, Stanley G.....	do.....	2,500.00	Assistant, Inspection Division.
Thompson, C. H.....	do.....	2,400.00	Safety engineer.
Tobias, H. B.....	do.....	2,000.00	Assistant production superintendent.
Torgler, E. F.....	do.....	1,800.00	Production assistant.
Turpin, M. C.....	do.....	2,400.00	Assistant to manager of technical publicity.
Twining, Miss Irma A.....	do.....	1,200.00	Clerk.
Van Brunt, Abram, Jr.....	do.....	3,000.00	Production engineer.
Van Kleeck, Miss Mary.....	do.....	3,500.00	In charge of the Woman's Department, Industrial Service Section.
Waite, Miss Harriet E.....	do.....		Typewriter.
Wardlaw, George H.....	do.....	4,000.00	Editorial engineer.
Warner, Spencer R.....	do.....	3,000.00	Production engineer.
Watson, Robert C.....	do.....	2,400.00	Mechanical assistant.
Weaver, Ernest E.....	do.....	1,800.00	Patent searcher.
Weir, James.....	do.....	p. m. 225.00	Assistant production.
Weitz, A. H.....	do.....	3,000.00	Production engineer.
Wiley, James S.....	do.....	2,400.00	Hardware expert.
Williams, John F.....	do.....	2,400.00	Office executive.
Williams, Samuel Baker.....	do.....	3,000.00	Assistant editorial engineer.
Windsor, Curtis H.....	do.....	3,000.00	Production engineer.
Wood, Walter A.....	do.....	2,000.00	Expert in business administration.
Woodworth, Frank A.....	do.....	3,000.00	Production supervisor.
Wooster, Harvey A.....	do.....	2,400.00	Research assistant in economics.
Workman, Don W.....	do.....	2,400.00	Supervisor of chart making.
Yeager, Herbert W.....	do.....	3,000.00	Production investigator.
Yorke, Miss Diana.....	do.....	1,200.00	Secretary.
Ziegler, P. W.....	do.....		Inspector.
Do.....	do.....	\$1,700.00	Production assistant.
*Fater, James G.....	do.....	2,000.00	Chief clerk.
*Fater, Frank J.....	do.....	1,700.00	Clerk.
*Dodd, Whittemore.....	do.....	1,600.00	Do.
*Hanigan, Harry A.....	do.....	1,600.00	Do.
*Phyle, Charles F.....	do.....	1,600.00	Do.
*Comley, William J.....	do.....	1,500.00	Do.
*Finger, Herbert M.....	do.....	1,500.00	Do.
*McManus, May.....	do.....	1,200.00	Clerk (stenographer and typist).
*Sinclair, Belle.....	do.....	1,200.00	Do.
*Sweeney, Eugenia C.....	do.....	1,200.00	Do.
*Wade, Frank J.....	do.....	1,200.00	Clerk.
*Anderson, Rosalie C.....	do.....	1,000.00	Clerk (stenographer and typist).
*Bruckert, Fred W.....	do.....	1,000.00	Clerk.
*Grady, Margaretta.....	do.....	1,000.00	Clerk (stenographer and typist).
*Harding, William H.....	do.....	1,000.00	Clerk.
*O'Reilly, Loretto C.....	do.....	1,000.00	Clerk (stenographer and typist).
*Stolte, Walter E.....	do.....	1,000.00	Clerk.
*Torry, Mabel.....	do.....	1,000.00	Clerk (stenographer and typist).
*Milet, William.....	do.....	900.00	Clerk.
*Pearsons, Robert F.....	do.....	900.00	Do.
*Congdon, Clarence T.....	do.....	840.00	Do.
*Gunter, Isabelle M.....	do.....	840.00	Clerk (stenographer and typist).
*Healy, Mary.....	do.....	840.00	Do.
*Lacey, Margaret M.....	do.....	840.00	Clerk and typist.
*Fitzsimmons, Margaret G.....	do.....	1,000.00	Telephone operator.
*McDermott, Vincent.....	do.....	500.00	Messenger.
*Rinkor, John.....	do.....	418.00	Do.

* Promotion.

* Transfer.

* Civilian employees of the purchasing bureau of small-arms and ammunitions manufacturers in New York City who were taken over by the Ordnance Department.

Appointments under the Executive order of March 26, 1917—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Alexander, Gordon.....	Quartermaster.....	\$2,700.00	Transportation assistant.
Allen, C. W.....	do.....	2,000.00	Assistant investigator.
Amberson, Edward V.....	do.....	1,600.00	Inspector of oil.
McKee, Thomas P.....	do.....	1,800.00	Do.
Anderson, William L.....	do.....	4,000.00	Assistant educational director.
Ashridge, Sydney.....	do.....	1,200.00	Clerk.
Atherton, L. O.....	do.....	3,000.00	Expert on office planning.
Barnes, Harry Elmer.....	do.....	2,700.00	Investigator or organization assistant.
Bayless, Frank B.....	do.....	p. m. 150.00	Civilian inspector for the production, planning, and follow-up section.
Bedell, Kenneth H.....	do.....	2,400.00	Statistician.
Bertoh, Louis L.....	do.....	1,200.00	Yarn expert.
Bloomer, Clarence A.....	do.....	1,800.00	Clerk, qualified in accounting.
Boynton, Harold L.....	do.....	2,000.00	Assistant to business manager.
Brann, E. R.....	do.....	1,800.00	Oil inspector.
Brodhead, John C.....	do.....	4,000.00	Assistant educational director.
Brooks, William.....	do.....	1,800.00	Assistant chief inspector of clothing.
Dooley, Harry S.....	do.....	1,800.00	Do.
Rosenthal, Benjamin C.....	do.....	1,800.00	Do.
Burgess, George S.....	do.....	4,000.00	Accountant and statistician.
Buscher, George C.....	do.....	1,800.00	Assistant chief inspector of clothing.
Butler, J. T.....	do.....	1,250.00	Oil inspector.
Camp, Mrs. C. H. (Marie).....	do.....	1,500.00	Executive secretary.
Carney, Robert E.....	do.....	2,000.00	Do.
Carruth, William M.....	do.....	2,500.00	Organization assistant.
Carson, Harry L.....	do.....	3,000.00	Chief, Purchase Index Section
Caverly, Reginald E.....	do.....	1,800.00	Keeper of wool stock records.
Cayle, Walter W.....	do.....	2,400.00	Assistant southern inspection production manager.
Chase, G. Randall.....	do.....	1,800.00	Clerk qualified in accounting.
Clough, Miss Florence J.....	do.....	1,400.00	Secretary.
Colt, Carl Scott.....	do.....	1,800.00	Sample analyst and tester.
Condon, Daniel E.....	do.....	1,500.00	Assistant superintendent of construction
Copen, H. T.....	do.....	1,800.00	Leather expert.
Coss, John J.....	do.....	3,600.00	To have complete charge of the Quartermaster's personnel work.
Cowell, Bainbridge.....	do.....	3,000.00	Liaison representative.
Cresson, B. F., jr.....	do.....	p. m. 500.00	Consulting engineer.
Crocker, Ralph.....	do.....	2,700.00	Coal expert.
Cross, Marvin R.....	do.....	2,000.00	Assistant buyer of light goods.
Do.....	do.....	1,250.00	Do.
Curley, James V.....	do.....	1,800.00	Oil inspector.
Current, Stanley A.....	do.....	1,700.00	Clerk (assistant to liaison officer).
Cutler, Jesse L.....	do.....	1,800.00	Clerk qualified in business administration.
Deckert, John J.....	do.....	1,800.00	Technical assistant.
Desmond, Joseph E.....	do.....	2,000.00	Supervising inspector.
Devel, M. P.....	do.....	2,000.00	Statistician.
Diemer, J. Edgar.....	do.....	3,000.00	Buyer of stoves, ranges, heaters steel cots, etc.
Duffley, Martin J.....	do.....	1,200.00	Rate clerk.
Do.....	do.....	1,400.00	Freight-rate clerk.
Dunn, Charles E.....	do.....	2,000.00	Executive secretary.
Earnshaw, John F.....	do.....	3,000.00	Supervisor of inspection.
Edelson, Louis M.....	do.....	p. d. 5.00	Special investigator.
Elder, Alexander.....	do.....	2,700.00	Marine inspector.
Fearn, George B.....	do.....	2,000.00	Accountant.
Fisher, Charles H.....	do.....	3,600.00	Accountant and auditor.
Foots, Frank F.....	do.....	3,000.00	Assistant hosiery and underwear buyer.
Fowler, E. J.....	do.....	5,000.00	Chief of the information branch, Methods Control Division.
Fuess, C. M.....	do.....	4,000.00	Director of personnel office.
Garity, Charles H.....	do.....	1,800.00	Assistant buyer.
Geer, Charles Madison.....	do.....	1,800.00	Assistant in production and inspection.
Gray, Jesse M.....	do.....	1,800.00	Office manager.
Greig, Matthew.....	do.....	3,500.00	Expert manufacturer of uniforms.
Gunn, R. A.....	do.....	3,000.00	Chief of records and specifications.
Hall, William McAlister.....	do.....	1,800.00	Yarn expert.
Hamerschlag, Dr. Arthur A.....	do.....	p. d. 10.00	Research work.
Hands, Coleman.....	do.....	3,500.00	Buyer of repairing supplies.
Harrell, C. L.....	do.....		Sanitary and heating engineer of the advisory architect.

1 Promotion.

Appointments under the Executive order of March 26, 1917—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Haskins, Henry S.	Quartermaster	\$2,500.00	Confidential investigator.
Heimbaugh, Zachariah	do.	960.00	Engineer.
Higgins, Miss Margaret	do.	1,800.00	Executive secretary.
Hobbs, William M.	do.	2,400.00	Transportation expert.
Holmes, Howard	do.	1,800.00	Supervising inspector of leather.
Holt, Gavin	do.	2,600.00	Statistician and production expert.
Howe, Owen C.	do.	3,000.00	Expert on raw stock.
Hudders, Eugene R.	do.	4,000.00	Special assistant.
Ingraham, Edward	do.	3,500.00	Buyer of cotton fabrics.
Johnson, D. S.	do.	1,200.00	Clerk.
Thomson, J. P.	do.	1,200.00	Do.
Johnson, William T.	do.	3,000.00	Hardware buyer.
Keir, Dr. Malcolm	do.	3,200.00	Labor expert.
King, John E.	do.	p. d. 5.00	Special investigator.
Kirby, Orville A.	do.	2,000.00	Executive assistant to the buyer of waterproof clothing.
Knowles, George Alexander.	do.	1,600.00	Inspector of oil.
Sanderson, Fred M.	do.	1,600.00	Do.
Latter, Miss Sadie G.	do.	1,500.00	Assistant to business manager.
Leavell, Richard	do.	2,500.00	Educational expert in vocational training.
Do.	do.	3,250.00	Do.
Leldhold, Mrs. Marion L.	do.	1,500.00	Clerk.
Lenz, Charles H.	do.	1,800.00	Executive secretary.
Lewis, H. S.	do.	p. m. 350.00	Fuel expert.
Lindsay, Harold T., jr.	do.	1,500.00	Wool expert.
Little, Theodore W.	do.	3,000.00	Chief, material control office.
Livingston, Albert R.	do.	1,800.00	Executive secretary.
Lyman, Oliver B.	do.	1,500.00	Statistical assistant.
Lynch, Thomas M.	do.	4,500.00	Chief of service branch, Hardware and Metals Division.
McConnell, John P.	do.	1,600.00	Oil inspector.
McCreary, Carl B.	do.	2,400.00	Statistician.
McKissick, William D.	do.	2,400.00	Supervising inspector of sole leather.
McLane, John R.	do.	3,600.00	Special investigator.
McLean, Alex McD. S.	do.	2,500.00	Australian wool expert.
Mahoney, Clarence W.	do.	1,800.00	Technical assistant.
Marshall, Edward	do.	1,000.00	Electrician.
Walker, James L.	do.	1,000.00	Clerk.
Adams, James P.	do.	1,000.00	Do.
Maynard, Edwin T.	do.	1,700.00	Statistical assistant.
Mell, Mr. Brooks	do.	1,500.00	Executive assistant.
Merritt, B. Gray	do.	2,500.00	Assistant buyer of cotton fabrics.
Miedwig, A.	do.	p. m. 200.00	Civil engineer.
Mott, William B.	do.	p. d. 5.00	Special investigator.
O'Hara, James M.	do.	p. m. 250.00	Wood-fuel expert.
Orsor, Robert S.	do.	2,200.00	Clerk, qualified in accounting.
Patton, Miss Fannie P.	do.	1,200.00	Secretary.
Pindell, Robert M., jr.	do.	3,000.00	Statistician, executive secretary.
Poole, W. H.	do.	4,200.00	Expert accountant and accountant.
Price, Miss Lois M.	do.	1,500.00	Executive secretary.
Randall, Richard T., jr.	do.	1,700.00	Assistant to production manager.
Randle, William N.	do.	2,400.00	Supervising inspector.
Reese, Frank L.	do.		Express rate clerk.
Mackay, John F.	do.		Do.
Timms, Charles	do.		Do.
Barr, George S.	do.		Do.
Reevland, Howard D.	do.	2,000.00	Laundry expert.
Rice, Marcus R.	do.	2,500.00	Expert on stock conditions, shoes, leather, and rubber goods.
Riegel, Dr. Robert	do.	3,000.00	Statistical adviser.
Robbins, Arthur E.	do.	2,000.00	Production investigator.
Roberts, A. C.	do.	1,000.00	Chief clerk.
Robinson, Charles A.	do.	3,000.00	Executive assistant.
Rogers, James F.	do.	1,200.00	Storekeeper.
Rogers, Sampson	do.	3,000.00	Expert on raw stock, hides and skins.
Sanderson, Frederick M.	do.	1,600.00	Inspector of oil.
Do.	do.	1,800.00	Executive assistant.
Schaneen, J.	do.	1,200.00	Operator, sewage-disposal works.
Pauli, G.	do.	1,200.00	Do.
Keogel, F.	do.	1,200.00	Do.
Schultz, C. A.	do.	3,500.00	Assistant chief inspector.
Shaw, Enid	do.	1,500.00	Executive secretary.
Smith, K. G.	do.	3,000.00	Supervisor of instruction.

Promotion.

Appointments under the Executive order of March 26, 1917—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Smith, Roy W.	Quartermaster	\$3,000.00	Private secretary.
Spoor, Seward G.	do.	2,800.00	Legal expert.
Stark, Charles R., jr.	do.	2,000.00	Investigator.
Stevens, C. Brooks.	do.	3,000.00	Assistant buyer in woollens.
Stickel, Otto J.	do.	2,500.00	Expert on knit goods distribution.
Stiles, Lorren.	do.	1,800.00	Inspector of oil.
Taft, Edward P.	do.	2,750.00	Production expert.
Tanner, L. D.	do.	p. m. 350.00	Purchaser of materials.
Teats, W. R.	do.	1,800.00	Superintendent, sewage-disposal works.
Terry, John H.	do.	1,800.00	Supervising inspector of knit goods.
Thompson, W. Leonard.	do.	2,000.00	Statistical adviser.
Trimble, J. B.	do.	4,600.00	Transportation expert.
Tyler, Marvin A.	do.	1,600.00	Clerk qualified in accounting.
Tyrell, R. A.	do.	2,200.00	Supervising inspector.
Walker, Earl F.	do.	2,400.00	Automotive engineer.
Bare, Erwin L.	do.	2,000.00	Automotive body designer.
Roper, John.	do.	1,400.00	Automotive draftsman.
Walter, William J.	do.	2,500.00	Assistant buyer of subsistence supplies.
Wentworth, Philip C.	do.	5,000.00	Production and inspection manager.
Weyl, Walter E.	do.	3,000.00	Clothing requirement expert.
Wilkins, Arthur C.	do.	p. d. 5.00	Special investigator.
Wilson, Holden.	do.	2,500.00	Statistician and investigator of reports.
Wirt, Miss Eva.	do.	1,500.00	Executive secretary.
Wolff, Nathan.	do.	3,000.00	Assistant chief inspector.
Brown, Carl R.	Medical	2,400.00	Psychological examiner.
Davis, Joseph.	do.	p. m. 65.00	Temporary packer (for detective service).
Rally, John F.	do.	p. m. 85.00	Bath attendant.
Didas, Jacob L.	do.	1,800.00	Psychologist.
Fernald, Dr. Mabel R.	do.	1,000.00	Assistant superintendent of labor.
Kortlang, William.	do.	720.00	Watchman.
Leavy, John H.	do.	720.00	Do.
Lohr, Charles C.	do.	720.00	Do.
Bhummer, Samuel N.	do.	p. m. 60.00	Skilled laborer.
Mants, W. L.	do.	1,000.00	Bookkeeper.
Mitchell, Miss Clara.	do.	1,800.00	Superintendent of laborers.
Osner, Charles J.	do.	1,000.00	Assistant superintendent of laborers.
Wangerin, Paul.	do.	1,000.00	Do.
Walski, Joseph.	do.	1,000.00	Do.
Santiontoi, Tony.	do.	1,000.00	Do.
Reinert, Henry A.	do.	1,000.00	Temporary clerk.
Lankenau, Edward F., jr.	do.	1,000.00	Do.
Di Gianoomo, Petro.	do.	p. m. 60.00	Temporary laborer.
McGrath, George W.	do.	p. m. 60.00	Temporary watchman.
Wagner, Anna.	do.	p. m. 60.00	Temporary first-grade clerk.
Presstman, Eleanor R.	do.	p. m. 60.00	Stenographer-typewriter.
Reardon, Joseph.	do.	1,000.00	Statistical clerk.
Sanderson, Miss Marguerite.	do.	1,800.00	Supervisor of medical aides.
Sherman, Garry D. M.	do.	p. m. 125.00	Steward.
Van Vechten, Frank D.	Medical	\$1,500.00	Steward.
Walsh, Edward.	do.	1,000.00	Superintendent of laborers.
Wilson, Thomas F.	do.	1,000.00	Do.
Akeley, Carl E.	Engineer.	p. d. 10.00	Consulting expert.
Askew, Carroll A.	do.	1,800.00	Assistant transportation expert.
Borgnis, Franklin P.	do.	1,800.00	Topographic draftsman.
Buryes, William.	do.	2,000.00	Aviation mechanician.
Carman, Clarence L.	do.	2,100.00	Junior civil engineer.
Carroll, L. R.	do.	Do.	Junior engineer.
Melville, J. D.	do.	Do.	Do.
Scott, W. R.	do.	Do.	Do.
De Wolf, G. P.	do.	Do.	Do.
deSteiguer, E. R.	do.	Do.	Do.
Gravis, J. C.	do.	Do.	Do.
Clearman, Albert E.	do.	1,680.00	Junior engineer (draftsman).
Davidge, H. L.	do.	2,400.00	Export transportation expert.
French, G. N.	do.	1,500.00	Inspector.
Galleher, E. P.	do.	2,220.00	Assistant engineer.
Gans, Morris L.	do.	1,500.00	Clerk.
Harrison, R. B.	do.	1,500.00	Surveyor.
McNeal, L. S.	do.	2,400.00	Superintendent.
Morse, Fred S.	do.	3,000.00	Assistant engineer.
Munro, Robert E.	do.	p. d. 10.00	Do.
Pederson, Harry.	do.	1,185.00	Foreman, dredging work.
Pelot, I. B.	do.	Do.	Superintendent of transportation work.

Appointments under the Executive order of March 26, 1917—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Ross, Sidney F.	Engineer	\$2,400.00	Assistant engineer (designing).
Schoellkopf, Alfred H.	do.	2,100.00	General storekeeper.
Sibell, Harry G.	do.	2,600.00	Assistant engineer (architectural).
Tattersall, Charles A.	do.	2,100.00	Chief shipping clerk.
Trurlow, O. G.	do.	3,000.00	Consulting engineer.
Zess, William O.	do.	p. d. 15.00	Diver.
Brooks, Dr. Charles F.	Signal Corps	2,400.00	Assistant instructor in meteorology.
Centervale, Senta.	do.	1,200.00	Translator.
Clark, Dr. A. L.	do.	3,000.00	Consulting engineer.
Cooper, John Edmund	do.	2,340.00	Telephone auditor.
Deihauer, Ray R.	do.	p. m. 100.00	Carrier-pigeon expert.
Eakle, John Chester	do.		Architectural engineer.
Fulcher, Dr. G. S.	do.	2,500.00	Consulting and experimental engineer.
Hammond, John M.	do.	2,100.00	Expert on photo chemical sensitometry.
Kennelly, A. E.	do.	2,400.00	Civilian liaison officer for radio work.
Leigh, Edmund	do.	4,000.00	Special confidential agent.
Farsons, Charles W. D.	do.	2,500.00	Physicist.
Roberts, Richard F.	do.	1.00	Production expert.
Roberts, Richard F.	do.	13,600.00	Mechanical engineer.
Bogue, W. C.	do.	p. m. 250.00	Purchaser of material.
Bourgeois, I. L.	do.	p. m. 250.00	Accountant.
Brown, James Bush	do.	p. m. 100.00	Architectural draftsman.
Butterfield, W. H.	do.	p. m. 150.00	Mechanical draftsman.
Childsey, A. B., jr.	do.	p. m. 300.00	Civil engineer.
Cobb, John D.	do.	p. m. 100.00	Mechanical draftsman.
Anderson, Oliver H.	do.	p. m. 125.00	Do.
Ferrah, Robert V.	do.	p. m. 250.00	Do.
Foster, Clarence M.	do.	p. m. 175.00	Material man.
Granger, Harold	do.	p. m. 175.00	Architect.
Leisenring, L. M.	do.	p. m. 175.00	Do.
Hamilton, Charles T.	do.	p. m. 350.00	Traveling accountant.
Hamilton, George A.	do.	p. m. 175.00	Architect.
Hand, Richardson	do.	p. m. 250.00	Civil engineer.
Hanshe, Roy	do.	p. m. 200.00	Estimator.
Smith, W. F.	do.	p. m. 200.00	Do.
Harding, H. Ellis.	do.	p. m. 250.00	Material man.
Hood, J. H.	do.	p. m. 250.00	Equipment expert.
Jennings, Raymond S.	do.	2,000.00	Building expert.
Kennedy, John L.	do.	p. m. 250.00	Fire protection engineer.
Kienzle, F. W.	do.	p. m. 225.00	Purchaser of millwork.
Legge, Fred H.	do.	p. m. 150.00	Draftsman.
Lehecks, Frank H.	do.	p. m. 150.00	Civil engineer.
MacFarland, Graham, jr.	do.	p. m. 200.00	Technical assistant.
Maile, Alexander J.	do.	p. m. 150.00	Heating engineer and draftsman.
Mangham, J. W.	do.	p. m. 250.00	Accountant.
Moore, M. B.	do.	p. m. 300.00	Mechanical engineer.
Nelligan, Harry	do.	p. m. 150.00	Insurance man.
Parks, D. Witmer	do.	p. m. 150.00	Civil engineer.
Peterson, J. H.	do.	p. m. 225.00	Do.
Marquis, J. H.	do.	p. m. 175.00	Do.
Sause, Clifton A.	do.	p. m. 300.00	Accountant.
Smallman, Edwin W.	do.	2,200.00	Mechanical engineer.
Sohn, H. M.	do.	p. m. 150.00	Mechanical draftsman.
Dahler, J.	do.	p. m. 150.00	Do.
Somes, Dana.	do.	p. m. 175.00	Architectural draftsman.
Stablein, F. J.	do.	p. m. 125.00	Mechanical draftsman.
Mc Nally, D. J.	do.	p. m. 125.00	Do.
Strong, Edward O.	do.		Purchaser of materials.
Thompson, Dwight P.	do.	p. m. 200.00	Material man.
Van Hook, F. J.	do.	p. m. 200.00	Estimator.
Wall, Benjamin	do.	p. m. 200.00	Material man.
Green, W. E.	Rock Island Arsenal	p. m. 175.00	Purchasing agent for steel.
Lemmon, R. J.	Watervliet Arsenal	1,300.00	Assistant housing director.
Nicoll, H. W.	Frankford Arsenal	3,000.00	Superintendent of primer shop.
Reynolds, James J.	do.	4,600.00	Superintendent of production.
Spencer, Marshall G.	Watertown Arsenal	p. m. 165.00	Assistant superintendent.
Sutton, David	do.	p. m. 250.00	Structural engineer.
Cooke, Miss Mildred S.	Administration of labor standards in Army clothing	1,600.00	Inspector of labor conditions.
Coulton, Miss Louise	do.	1,600.00	Do.
Gorman, Nicholas J.	do.	1,600.00	Labor inspector.
Judge, Joseph S. F.	do.	1,600.00	Inspector of labor conditions.
King, Frederick	do.	1,600.00	Do.
Lieberman, Elias.	do.	1,600.00	Do.

Appointments under the Executive order of March 26, 1917—Continued.

WAR DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
McClone, Charles A.....	Administration of labor standards in Army clothing.	\$1,600.00	Labor inspector.
McKinstry, Miss Arabelle.....	do.....	1,600.00	Inspector of labor conditions.
Orenstein, Mrs. Marie S.....	do.....	1,600.00	Do.
Sullivan, Mrs. Elizabeth H.....	do.....	1,600.00	Do.
Magen, Charles B.....	do.....	1,600.00	Do.
Richardson, Miss Netta.....	do.....	1,000.00	Do.
Sheets, Miss Marjorie.....	do.....	1,600.00	Do.
Stone, Miss Ruth.....	do.....	1,600.00	Do.
Benchley, Robert C.....	Aircraft.....	3,000.00	To handle matters of publicity.
Chamberlain, E. H.....	do.....	1,800.00	Stenographer and typewriter.
Hanson, O. B.....	do.....	p. m. 150.00	Clerk.
Keller, Edwin.....	do.....	1,800.00	Chief clerk.
King, Prof. Louis V.....	do.....	p. m. 250.00	Research expert.
Putnam, Earl C.....	do.....	1,500.00	Draftsman

NAVY DEPARTMENT.

Ackerman, Herbert A...	Office of superintending constructor of aircraft.	\$3,000.00	Inspector of naval construction.
Adams, James S.....	Washington Navy Yard.....	p. d. 6.00	Yardmaster.
Albert, Lloyd U.....	Bureau of Supplies and Accounts.	1,800.00	Traffic expert.
Arringdale, J. F.....	Office of the Superintending Constructor.	3,000.00	Inspector of naval construction.
Baldus, Carl R.....	Office of Secretary of Navy..	1,400.00	Receiving and inspecting clerk.
Barrett, George E.....	do.....	3,000.00	Inspector of naval construction.
Do.....	do.....	3,200.00	Do.
Barrott, J. E.....	Naval operating base.....	p. d. 8.40	Foreman of public works.
Bates, C. Paul.....	Commandant's office, Puget Sound Navy Yard.	2,200.00	Safety engineer.
Do.....	do.....	2,500.00	Do.
Berray, Kenneth E.....	Navy yard, Charleston, S. C.	2,200.00	Do.
Braislis, John C.....	New York Navy Yard.....	1,800.00	Junior inspector of naval construction.
Burgess, Charles P.....	do.....	2,500.00	Assistant inspector of naval construction.
Chamberlain, George H., Jr.....	do.....	2,500.00	Safety engineer.
Crossley, F. T.....	do.....	2,500.00	Do.
Love, John S.....	do.....	2,500.00	Do.
Rausch, Chester C.....	do.....	2,500.00	Do.
Regula, Albert S.....	do.....	2,500.00	Do.
Cheely, George H.....	Navy yard, Portsmouth, N. H.	p. d. 4.80	Timber inspector.
Church, Townsend V.....	Office of naval inspector of ordnance.	p. d. 8.96	Assistant inspector of ordnance.
Corry, P. M.....	Naval operating base, Norfolk, Va.	p. d. 16.00	Supervising engineer.
Crane, Clark.....	Bureau of Supplies and Accounts.	1,900.00	Traffic expert.
Davidson, John P.....	do.....	2,500.00	Assistant inspector of naval construction.
Davis, James H.....	Washington Navy Yard.....	p. d. 3.04	Freight dispatcher.
de Flores, Luis.....	do.....	2,800.00	Assistant inspector of naval construction.
Dement, R. H.....	Naval Proving Ground, Indianhead, Md.	Assistant to powder expert.
Dunn, Charles A.....	Naval Hospital, Las Animas, Colo.	p. d. 4.16	Law clerk.
Dupray, Miss Addie.....	Naval War College, Newport, R. I.	p. d. 3.04	Assistant librarian.
Durfor, Abram.....	Naval ammunition depot, Fort Mifflin.	p. d. 5.20	Electrician.
Eldridge, Albert.....	Office of the superintending constructor.	2,500.00	Assistant inspector of naval construction.
Orr, Alexander M.....	do.....	2,500.00	Do.
Finley, William W., Jr.....	do.....	1,900.00	Traffic expert.
Garrett, G. O.....	Naval operating base, Hampton Roads, Va.	p. d. 4.40	Quartermen trackman.
Gerhard, Marvin S.....	Office of inspector of hull material.	p. d. 5.52	Metallurgical chemist.
Gilhooley, J. J.....	Naval operating base, Hampton Roads, Va.	p. d. 7.00	Foreman laborer.
Greenwood, James A.....	Naval Station, Hawaii.....	p. d. 7.50	Master shipsmith.
Hall, Charles A.....	Hydrographic office.....	1,200.00	Process photographer.

Appointments under the Executive order of March 26, 1917—Continued.

NAVY DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Hall, Norwood A.....	Bureau of Construction and Repair.	p. d. \$7.84	Electrical mechanical engineer.
Hawkesworth, Dr. Alan S.	Bureau of Ordnance.....	p. m. 200.00	Mathematician.
Henderson, J. H.....	Philadelphia Navy Yard....	2,000.00	Junior inspector of naval construction.
Heywood, Philip B.....	2,500.00	Assistant inspector of naval construction.
Horty, Thomas K.....	Bureau of Steam Engineering.	1,800.00	Special clerk.
Hugelman, John R.....	Navy yard, Portsmouth, N. H.	2,500.00	Safety engineer.
Jennings, M. W.....	Naval operating base, Hampton Roads, Va.	p. d. 4.40	Quartermen carpenter.
Lydiatt, J. M.....	Naval aircraft factory, Philadelphia, Pa.	p. d. 7.84	Assistant production superintendent.
Macdonald, Evan T.....	Naval operating base, Hampton Roads, Va.	p. d. 13.04	Supervising engineer.
McGarvey, Miss Helen...	Bureau of Naval Intelligence.	1,400.00	Special clerk.
Mark, Clayton, jr.....	Chemist to take charge of work of testing storage batteries for submarines.
Mosley, Thomas J.....	Bureau of Yards and Docks.	p. d. 6.00	Technical assistant.
Murphy, Ambrose E.....	Bureau of Construction and Repair.	2,500.00	Assistant inspector of naval construction.
Pearson, Keith N.....	New York Navy Yard.....	2,200.00	Junior inspector of naval construction.
Perkins, J.....	Naval operating base, Hampton Roads, Va.	p. d. 6.60	Quartermen carpenter.
Plant, Pascal.....	Bureau of Steam Engineering.	1,000.00	Clerk.
Plunkett, Charles T.....	1,400.00	Translator.
de Gryse, Abel.....	1,400.00	Do.
Raudenbush, H. W.....	Naval operating base, Hampton Roads, Va.	p. d. 16.00	Supervising engineer.
Rausch, Chester C.....	Navy yard, Portsmouth, N. H.	2,400.00	Safety engineer.
Roble, Ralph L.....	Bureau of Construction and Repair.	1,400.00	Clerk.
Russell, John W.....	Naval Proving Ground, Indianhead, Md.	3,200.00	Technical assistant.
Sanborn, Collingwood...	Bureau of Supplies and Accounts.	1,800.00	Assistant to the steel expert.
Schaefer, Anthony M.....	Office of Naval Records and Library.	720.00	Copyist with ability to operate the Hooven automatic typewriter.
Shallenberger, John W...	p. d. 4.48	Electrical draftsman.
Sheddan, Lou G.....	Naval ammunition depot, Fort Mifflin.	p. d. 5.20	Carpenter.
Simpson, Jack.....	Naval aircraft factory, Philadelphia, Pa.	Ship joiner with aircraft experience.
Small, Francis.....	2,500.00	Expert accountant.
Smith, F. Morton.....	Bureau of Supplies and Accounts.	1,400.00	Clerk.
Smith, Howard C. B.....	Office of inspector of hull material, Munhall, Pa.	p. d. 4.80	Assistant to metallurgical chemist.
Stanion, Thomas.....	Navy yard service, Boston.	2,500.00	Safety engineer.
Smith, O. H.....	Philadelphia.....	2,500.00	Do.
Heath, Raymond P.....	Washington.....	2,500.00	Do.
Ralston, Clarence E.....	Mare Island.....	2,500.00	Do.
Lintz, A. H.....	Norfolk.....	2,500.00	Do.
Stevens, C. B.....	Naval operating base, Hampton Roads, Va.	p. d. 4.40	Quartermen plumber.
Tuglie, Joseph J.....	New York Navy Yard.....	p. d. 4.48	Assistant material clerk.
West, Charles C.....	Ford Motor Co. plant.....	5,000.00	Inspector of naval construction.
Wheeler, J. C.....	Bureau of Yards and Docks.	p. d. 9.04	Expert aid.
Wilkinson, L. R.....	Office of Superintending Constructor.	2,500.00	Assistant inspector of naval construction.
Woodhouse, Henry H...	Bureau of Supplies and Accounts.	1,800.00	Clerk.
Wright, Dr. Quincy.....	Office of Naval Intelligence..	1,500.00	Special assistant on international law.

Appointments under the Executive order of March 26, 1917—Continued.

WAR TRADE BOARD.

Name.	Salary.	Position.
Adrianse, Prof. W. M.	\$1,800.00	Economist.
Do.	2,400.00	Statistician.
Do.	3,500.00	Director, Bureau of Research.
Allen, Hamilton Ford	2,400.00	Confidential investigator.
Allen, Louis F.	2,400.00	Assistant.
Allen, Miss Mary	1,200.00	Confidential junior assistant.
Allen, Mrs. Victoria F.	1,200.00	Assistant.
Armstrong, Sinclair H.	1,600.00	Confidential investigator.
Atwater, Mrs. Conway L.	1,100.00	Confidential junior assistant.
Bartholomew, Mrs. Pearl H.	1,200.00	Confidential investigating assistant.
Bartlett, Charles G.	3,500.00	Assistant in connection with contraband committee.
Beyer, Mrs. Katherine S.	1,200.00	Confidential junior assistant.
McClelland, Miss J. Harriett.	1,200.00	Do.
Bowker, Mrs. Kathleen	1,200.00	Do.
Palmer, Miss Mabel E.	1,200.00	Do.
Gudger, Mrs. Genevieve Walsh	1,200.00	Do.
Biggins, Miss Katherine D.	1,080.00	Do.
Bingham, Mrs. Florence C.	1,080.00	Do.
Hamilton, Mrs. Erema Wilk	1,080.00	Do.
Valgren, Mrs. Margaret S.	1,080.00	Do.
Roper, Miss Grace H.	1,080.00	Do.
Lockwood, Miss Helen	1,080.00	Do.
Park, Miss Katherine L.	1,080.00	Do.
Huntington, Miss Katherine	1,080.00	Do.
Wilkie, Miss Julia E.	1,080.00	Do.
Joseph, Howard	1,080.00	Do.
Baker, Miss Anne D.	1,080.00	Do.
Black, William J.	p. w. 75.00	Special assistant in publicity matters.
Blaine, Miss Margaret G.	1,200.00	Confidential junior assistant.
Diamond, Miss Isabelle Stevenson	1,200.00	Do.
Booth, George W.	2,400.00	Assistant.
Bowes, Mrs. Lillis B.	1,500.00	Do.
Breeze, Miss Mietes Edna	1,400.00	Private secretary to the assistant director of the Bureau of Administration.
Brown, Mrs. G. B.	900.00	Confidential clerk.
Brown, Raymond	2,000.00	Attorney.
Burrows, Arthur A.	1,800.00	Assistant.
Burroughs, Kenrick D.	1,000.00	Do.
Bushby, William R.	1,600.00	Do.
Carter, Allen J.	2,400.00	Confidential investigator and prosecuting assistant.
Close, Gilbert F.	3,000.00	Assistant.
Coleman, Alex W.	1,600.00	Editorial assistant.
Conger, S. B.	7,500.00	Foreign advisor.
Cooper, Michael J.	3,000.00	Trade expert.
Corbin, Austin	2,400.00	Assistant.
Craig, Mrs. Elizabeth S.	1,200.00	Do.
Cresighton, John T.	2,400.00	Do.
De Bekker, Leander J.	2,400.00	Confidential editorial research assistant.
Denvix, John B.	2,400.00	Assistant.
de Raismes, Robert E.	2,400.00	Do.
Dickerson, Walter H.	2,400.00	Trade expert.
Douglas, James A.	2,000.00	Assistant.
Dunkerley, William	2,400.00	Do.
Elmendorf, Louise F.	1,500.00	Do.
Enos, Alanson T., Jr.	1,200.00	Do.
Fairbanks, William L.	2,000.00	Do.
Do.	2,400.00	Do.
Farmer, Miss Mary	1,500.00	Confidential editorial research assistant.
Ferbstain, L. J.	1,200.00	For highly confidential assignment.
Foster, A. Key	1,200.00	Junior assistant (highly confidential secret service).
Foster, Benjamin O.	2,000.00	Confidential investigator.
Foster, Mrs. Josephine K.	1,200.00	Assistant.
Gavit, Bernard C.	1,200.00	Confidential junior assistant.
Gilley, Wilfred H.	3,500.00	Assistant.
Gillman, Mrs. Jusnita H.	1,000.00	Do.
Graham, Walter B.	2,400.00	Do.
Green, Mrs. Norma R.		Clerk.
Greenwood, Miss Mabel	1,100.00	Confidential junior assistant.
Gregory, Miss Emily R.	1,200.00	Confidential research investigator.
Grindley, Ambrose L.	1,000.00	Junior assistant.
Do.	1,500.00	Do.
Hale, James P.	1,800.00	Confidential examiner and investigator.
Hale, Shelton	1,800.00	Confidential assistant.
Do.	2,200.00	Confidential assistant to the secretary.
Hall, Miss Constance S.	1,200.00	Confidential junior assistant.
Halstead, Robert H.	1,200.00	Assistant.
Hamilton, Miller	2,400.00	Assistant counsel.
Hand, Chauncey H.	1,000.00	Engaged in investigations and legal work.
Do.	1,500.00	Do.

1 Promotion.

Appointments under the Executive order of March 26, 1917—Continued.

WAR TRADE BOARD—Continued.

Name.	Salary.	Position.
Harrison, Lewis I.	¹ \$1,800.00	Assistant.
Haycock, George S. R.	1,200.00	Clerk.
Hecht, George J.	900.00	Assistant.
Herring, John A.	1,400.00	Do.
Do.		Assistant and private secretary to the Director of the Bureau of Enemy Trade.
Holladay, Shirley J.	1,400.00	Assistant.
Do.	1,500.00	Do.
Holmes, Edgar R.	2,700.00	Do.
Hopkins, G. B.	¹² 2,400.00	Do.
Hougham, Robert.	1,800.00	Confidential examiner and investigator.
Hutchison, Prof. Lincoln.	¹³ 3,000.00	Statistician.
Irvine, J. Craig.	1,200.00	Research assistant.
Johnson, Hillary.	¹¹ 1,200.00	Engineer.
Johnson, Willard G.	1,800.00	Trade expert.
Jones, Mrs. D. B.	600.00	Confidential junior assistant.
Jordan, Frank L.	1,800.00	Assistant, confidential adviser, and investigator.
Keiser, Miss Bernardine A.	1,200.00	Confidential junior assistant.
Wallerstein, Miss Ruth C.	1,200.00	Do.
Tipton, Miss Martha L.	1,200.00	Do.
Spaeth, Mrs. Edith E.	1,200.00	Do.
Norris, Miss Margaret.	1,200.00	Do.
Kelly, Ambrose.	1,200.00	Do.
Kerwin, Walter J.	1,800.00	Assistant.
King, Miss Lota M.	1,200.00	Confidential junior assistant.
La Folette, Miss Melcena M.	1,100.00	Clerk.
Lawrence, Schuyler.	2,400.00	Investigator.
Leavy, Miss Sarah.	1,200.00	Confidential junior assistant.
Lefler, Paul E.	1,000.00	Junior assistant.
Lydecker, Mrs. Mary G.	900.00	Confidential junior assistant.
McCray, Howard B.	2,000.00	Assistant to trade adviser.
McKellar, Robert E.	1,000.00	Assistant.
Do.	1,800.00	Do.
Maddock, S. D.	2,400.00	Special assistant to the administrative officer.
Mallett, Miss Caroline M.	1,500.00	Assistant.
Martin, Charles E.	1,500.00	Do.
Means, Philip A.	1,200.00	Confidential investigator.
Merrill, Amos.	1,200.00	Assistant.
Michael, M. M.	3,000.00	Assistant director.
Miller, J. Bernard.	1,800.00	Chief of division.
Morris, Richardson.		Do.
Miller, Ralph B.	1,800.00	Assistant.
Moore, Miss Susanna H.	1,100.00	Confidential junior assistant.
Moses, Jasper T.	2,400.00	Editorial assistant.
Nelson, Elmer S.	1,800.00	Assistant.
Nichols, James K.	1,800.00	Representative of the War Trade Board on the censorship committee.
Nonemaker, Albert.	1,600.00	Assistant.
Norton, Hammett.	¹¹ 1,800.00	Do.
Noyes, Miss Martha.	1,200.00	Do.
O'Brien, John G.	1,800.00	Do.
Orcutt, Reginald W.	¹² 2,400.00	Assistant to director.
Osborne, Lemuel.	1,500.00	Assistant.
Page, A. S.	2,000.00	Do.
Parker, J. A.	¹³ 3,500.00	Trade expert.
Peck, Mrs. Winifred K.	900.00	Confidential junior assistant.
Do.	1,200.00	Do.
Pickard, Edward T.	2,400.00	Trade expert.
Do.	¹³ 3,500.00	Do.
Puttkammer, Ernest W.	1,200.00	Assistant (highly confidential secret service).
Do.	¹¹ 1,500.00	Assistant.
Quinn, Clarence W.	1,800.00	Do.
Rainbolt, Victor.	2,000.00	Confidential investigator.
Ranck, Lee R.	2,400.00	Confidential assistant and examiner.
Rea, Ben C.	2,000.00	Assistant.
Redwine, Mrs. Lillian R. C.	1,100.00	Do.
Dewey, Miss Katherine.	1,200.00	Do.
Reed, Lowell Jacob.	3,000.00	Director of Statistical Bureau.
Rhea, John A.	2,400.00	Trade expert.
Rigby, Charles.	1,500.00	Do.
Riley, William S.	1,800.00	Assistant.
Rogers, Richard S.	2,400.00	Do.
Rothschild, Richard C.	1,500.00	Do.
Salladin, Miss Margaret L.	1,000.00	Confidential junior assistant.
Saylor, Mrs. Lottie S.	1,200.00	Stenographer-clerk.
Senbury, Mrs. Frida S.	1,200.00	Assistant.
Shreve, C. Dudley.	¹¹ 1,800.00	Junior assistant.
Smith, Earl F.	1,000.00	Assistant.

¹ Promotion.

Appointments under the Executive order of March 26, 1917—Continued.

WAR TRADE BOARD—Continued.

Name.	Salary.	Position.
Sroufe, Roscoe.....	\$1,200.00	Confidential investigator.
Staff, Charles B.....	1,500.00	Assistant.
Stearns, Douglas C.....	¹ 1,500.00	Do.
Stoeckel, Arthur G.....	2,100.00	Trade expert.
Stehle, Raymond L.....	2,100.00	Do.
Hendrix, Byron M.....	2,100.00	Do.
Steinecker, W. I.....	1,500.00	Private secretary.
Sweet, James A.....	2,400.00	Confidential examiner and adviser.
Taggart, Rush, Jr.....	1,000.00	Engaged in investigations and legal work.
Do.....	¹ 1,500.00	Do.
Taylor, Roy.....	2,400.00	Assistant.
Thompson, Clarence Fred.....	1,800.00	Do.
Klinger, Bert E.....	1,800.00	Trade expert.
Toms, Miss Bernice C.....	1,100.00	Confidential junior assistant.
Tracy, John E.....	2,400.00	Assistant.
Tuttle, Elbert P.....	1,200.00	Confidential junior assistant.
Uppington, Miss Lillian.....		Secretary to one of the directors of the board.
Johnson, Miss Herma L.....		Do.
Voorhees, Frederic.....	1,200.00	Assistant.
Walker, Robert G.....	2,400.00	Do.
West, Johnson E.....	2,400.00	Trade expert.
Wright, John A.....	1,800.00	Assistant.
Do.....	¹ 2,400.00	Do.

TREASURY DEPARTMENT.

Name.	Bureau.	Salary.	Position.
Brock, Dr. Henry H....	Public Health Service.....	p. m. \$100.00	Consulting and acting assistant surgeon.
Burritt, Dr. Martha C....	Treasury Department.....	1,600.00	Clerk, qualified as physician.
Butkowska, Mrs. J.....	Office of Secretary of Treasury, bond roll.	1,050.00	Clerk with knowledge of foreign languages.
Cornwall, George M.....	Treasury Department.....	p. d. 15.00	Expert tax reviewer.
Cramer, Stewart W.....	Office of Commissioner of Internal Revenue.	p. d. 15.00	Do.
Sterrett, J. E.....	do.....	p. d. 15.00	Do.
Meredith, E. T.....	do.....	p. d. 15.00	Do.
Nay, Carl.....	do.....	p. d. 15.00	Do.
Arnold, Ralph.....	do.....	p. d. 15.00	Do.
Marks, John.....	do.....	p. d. 15.00	Do.
Davis, W. N.....	do.....	p. d. 15.00	Do.
Allen, R. C.....	do.....	p. d. 15.00	Do.
Ramstedt, Alex T.....	do.....	p. d. 15.00	Do.
Lyons, Thomas E.....	do.....	p. d. 15.00	Do.
Crawford, P. L.....	Treasury Department.....	3,600.00	Assistant expert tax reviewer.
Crowell, John Franklin..	Office of Commissioner of Internal Revenue.	3,000.00	Economist and financial statistician.
Dobbins, Elizabeth V....	Division of Loans and Currency.	2,000.00	Chief record and file clerk.
Eckloff, Charles C.....	Treasury Department.....	1,600.00	Clerk.
Evans, William C.....	Office of Commissioner of Internal Revenue.	3,000.00	Assistant expert tax reviewer.
Friday, David.....	Treasury Department.....	5,000.00	Tax reviewer.
Havener, Paul.....	Office of Commissioner of Internal Revenue.	3,600.00	Assistant expert tax reviewer.
Helskept, Miss A. H.....	War Risk Insurance.....	1,800.00	Assistant to the director of the speaker's bureau.
Hevener, Frederick P....	Office of chief clerk.....	1,200.00	Inspector of supplies.
Hubbard, F. M.....	Office of Commissioner of Internal Revenue.	3,600.00	Expert legislative draftsman.
Lies, Eugene T.....	War Risk Insurance.....	3,500.00	Deputy commissioner and superintendent in charge of investigation service.
McCormack, Frank R....	do.....	2,000.00	Executive assistant.
Peacock, James Craig....	Internal Revenue.....	3,000.00	Expert legislative draftsman.
Do.....	Office of Commissioner of Internal Revenue.	3,000.00	Do.
Pollock, John E.....	Treasury Department.....	1,400.00	Clerk.
St. Amour, J. A.....	do.....	3,600.00	Assistant expert tax reviewer.
Stephenson, Joseph W....	Office of Commissioner of Internal Revenue.	2,000.00	Executive clerk.
Stover, James D.....	do.....	3,000.00	Do.
Tornquist, Young.....	Public Health Service, Detroit, Mich.	p. m. 60.00	Attendant (acting engineer).

¹ Promotion.

Appointments under the Executive order of March 26, 1917—Continued.

TREASURY DEPARTMENT—Continued.

Name.	Bureau.	Salary.	Position.
Townsend, D. E.....	Treasury Department.....	\$3,600.00	Assistant expert tax reviewer.
Crockett, J. D.....	do.....	3,600.00	Do.
Rossmore, E. E.....	do.....	3,600.00	Do.
Throssell, F. W.....	do.....	3,600.00	Do.
Anderson, H. C.....	do.....	3,600.00	Do.
Arthur, Donald.....	do.....	3,600.00	Do.
Stein, H. M.....	do.....	3,600.00	Do.
Vernon, Arthur J.....	War Risk Insurance.....	2,400.00	Expert in business administration.

INTERIOR DEPARTMENT.

Bradt, Harlan H.....	Bureau of Mines.....	p. d. \$10.00	Consulting mining engineer.
Buehler, Henry A.....	Interior Department.....	4,000.00	Mining expert.
Chapman, Thomas G.....	Bureau of Mines, Tucson, Ariz.	p. d. 10.00	Consulting metallurgist.
Clark, Kenneth McR.....	Forest Service.....	p. m. 150.00	Logging engineer.
Clayton, Charles Y.....	Bureau of Mines, Pittsburgh.	2,400.00	Metalligraphist.
Clevenger, Charles H.....	Forest Service, Madison, Wis.	1,500.00	Assistant engineer in forest products.
Crane, Walter R.....	Bureau of Mines.....	3,600.00	Mining engineer.
Dub, George D.....	Bureau of Mines, Pittsburgh.	3,000.00	Do.
Eaton, Edwin R.....	do.....	3,600.00	Do.
Eby, Charles S.....	Bureau of Mines, Explosives Division.	1,890.00	Senior clerk.
Elmendorf, W. J.....	Bureau of Mines, Seattle, Wash.	p. d. 10.00	Consulting engineer.
Elton, James O.....	Bureau of Mines, Pittsburgh, Pa.	3,600.00	Mining engineer.
Fisher, A. H.....	Bureau of Mines, Seattle, Wash.	1,860.00	Assistant metallurgist.
Fleming, Miss Caroline.....	Children's Bureau.....	2,400.00	Assistant chief.
Green, William.....	Bureau of Mines.....	p. d. 10.00	Consulting chemical engineer.
Hill, Erle G.....	Bureau of Mines, Pittsburgh, Pa.	2,400.00	Mining engineer.
Huntoon, Louis D.....	Bureau of Mines.....	4,000.00	Do.
Lindberg, Carl O.....	Bureau of Mines, Los Angeles, Cal.	3,600.00	Do.
Madsen, Charles P.....	Bureau of Mines, Newark, N. J.	p. d. 10.00	Consulting engineer.
Maurer, Edward R.....	Forest Service, Madison, Wis.	p. d. 10.00	Specialist in testing aircraft materials.
Means, John H.....	Bureau of Mines.....	3,600.00	Mining engineer.
Morris, Henry C.....	Bureau of Mines, Pittsburgh, Pa.	3,600.00	Do.
Mudd, Harvey S.....	Bureau of Mines, Los Angeles, Cal.	3,000.00	Mineral technologist.
O'Dell, William W.....	Bureau of Mines.....	2,500.00	Illuminating gas engineer.
Orchard, John E.....	Bureau of Mines, Philadelphia, Pa.	2,000.00	Assistant mine economist.
Perkinson, E. V.....	Interior Department.....	1,500.00	Junior topographer.
Preston, Porter J.....	Reclamation Service.....	3,000.00	Irrigation manager.
Scoles, John Calvert.....	Bureau of Mines, Minneapolis, Minn.	p. d. 10.00	Consulting mining engineer.
Spurr, J. E.....	Bureau of Mines, Boston.....	4,000.00	Mining engineer.
Stockett, Alfred W.....	Bureau of Mines.....	3,600.00	Metallurgist.
Stouck, W. M.....	Forest Service.....	p. m. 150.00	Lumberman.
Sweet, C. V.....	do.....	1,800.00	Specialist in kiln drying.
Townsend, Mrs. M. D.....	National Museum.....	p. m. 75.00	Library cataloguer.
Tuttle, Ray C.....	Forest Service, Madison, Wis.	1,500.00	Examiner in forest products.
Underhill, John B.....	Bureau of Mines, Pittsburgh, Pa.	1,200.00	Engineer.
Woodcock, Charles H.....	Indian Service at large.....	1,800.00	Lumberman.

DEPARTMENT OF AGRICULTURE.

Bourbon, C. Boland.....	Department of Agriculture.....	\$2,100.00	Distribution expert.
Davison, Mrs. Emma Reed.....	do.....	2,000.00	Specialist in home-demonstration work.
Dedrick, Benjamin W.....	Bureau of Chemistry.....	3,000.00	Specialist in grain-dust explosion prevention.
Dubose, Clarence.....	Secretary of Agriculture's office.....	2,500.00	Special assistant.

Appointments under the Executive order of March 26, 1917—Continued.

DEPARTMENT OF AGRICULTURE—Continued.

Name.	Bureau.	Salary.	Position.
Evans, W. W.	Federal Horticultural Board.	\$3,000.00	Specialist in the control of pink bollworm.
Gable, Charles H.	Department of Agriculture..	1,800.00	Specialist in alfalfa insects (field service).
Kraft, Philip, Jr.	do.	2,100.00	Mining expert.
Ousley, Clarence L.	do.	4,500.00	Assistant to Secretary of Agriculture.
Pennybacker, Isaac S., Jr.	do.	1,400.00	Clerk.
Quincy, Roger Bradshaw ..	do.	2,000.00	Box inspector, Forest Service, Madison, Wis.
Quinn, Don L.	do.	p. d. 10.00	Specialist in shipping-container experiments.
Russell, Ellsworth Z.	Bureau of Animal Industry, Washington, D. C.	p. m. 250.00	Specialist in swine husbandry.
Sayles, Miss Marie	Emergency service	Assistant in demonstration work.
Birdseye, Miss Miriam	do.	Do.
Swanson, C. O.	Department of Agriculture..	Specialist in grain-dust explosion prevention.
Fitz, L. A.	do.	Do.
Bailey, Clyde H.	do.	Do.
Dedrick, B. W.	do.	Do.
Thompson, Miss Bertena ..	do.	p. m. 100.00	Assistant in canning and drying work.
Walton, Charles F., Jr.	Bureau of Chemistry	1,620.00	Scientific assistant.
Wing, De Witt C.	Bureau of Animal Industry..	3,500.00	Specialist in animal husbandry.

DEPARTMENT OF COMMERCE.

Bennett, Lawrence	Department of Commerce...	\$3,000.00	Secretary to the Exports Council, Division of Export Licenses.
Bovard, Paul F.	Bureau of Standards, San Francisco, Cal.	2,200.00	Associate chemist.
Doyle, John E.	Bureau of Navigation	1,200.00	Radio operator.
Ehred, Wilfred	Division of Export Licenses.	1,500.00	Trade research expert
Hayford, John F.	Bureau of Standards	p. d. 10.00	Associate engineer physicist.
Hogaboom, George B.	do.	3,000.00	Electroplating inspector.
Jory, Morris G.	Office of Inspector of Fifth Lighthouse District, Baltimore, Md.	1,560.00	Draftsman.
Lofton, Robert E.	Bureau of Standards	1,440.00	Assistant physicist.
McCrea, Walter	do.	900.00	Surveyor lineman.
Miller, J. Bernard
Morris, Richardson
Miller, John	Bureau of Standards	1,020.00	Glass worker.
Mulhern, John J.	Division of Export Licenses.	2,400.00	Accountant.
Mulligan, Mrs. Grace C. ..	Bureau of Standards	Laboratory assistant.
Phillips, Walter M.	Division of Export Licenses.	2,400.00	Accountant.
Slater, W. A.	Bureau of Standards	3,000.00	Engineer physicist.
Webster, George T.	Coast and Geodetic Survey..	840.00	Extra laborer (classified).
Whittemore, Herbert L. ...	Bureau of Standards	2,400.00	Engineer physicist, associate.
Woodbury, Robert M. ...	Division of Export Licenses.	1,800.00	Statistician

INDEPENDENT ESTABLISHMENTS.

Name.	Establishment.	Salary.	Position.
Davis, C. S.	Interstate Commerce Commission, Southern District.	\$3,600.00	Senior structural engineer in charge of bridge work.
MacElwee, Dr. R. S.	Federal Board for Vocational Education.	3,500.00	Special agent for commercial education.
Justice, E. R.	Interstate Commerce Commission.	2,100.00	Assistant field engineer in charge of roadway and track party.
Nilson, Miss Alma E.	do.	Stenographer and typewriter to the solicitor of the Bureau of Valuation.
McCurdy, Mrs. Mabel E.	Federal Trade Commission..	900.00	Clerk.
Handy, Miss Cora K.	do.	900.00	Do.

Appointments under the Executive order of March 26, 1917—Continued.

OFFICE OF ALIEN PROPERTY CUSTODIAN.

Name.	Salary.	Position.
Johnson, Charles L., Jr.	\$1,800.00	Assistant.
Walker, Frank A.	1,800.00	Real estate expert.
Belt, Alvin G.	3,000.00	Chief of Division of Quarters, Equipment, and Supplies.
Do.	3,500.00	Do.
Bolling, Miss Ellen C.	600.00	Charwoman.
Cain, E. F.	2,700.00	Accountant.
Chaplin, William F.	2,100.00	Assistant.
Collins, Robert M.	1,800.00	Clerk qualified in statistics.
Cooper, John E.	3,500.00	Assistant to the Director, Bureau of Audits.
Gray, O. B.	1,600.00	Accountant.
Hardwood, Harold W.	1,700.00	Chief clerk and office manager.
Haskin, Mrs. Nellie R.		Typewriter.
Hogan, Mortimer J.	1,500.00	Assistant to the chief of the Division of Mails and Files.
Johnston, George J.	1,500.00	Assistant Chief of Division.
Keohan, William F.	2,500.00	Special examiner, Bureau of Investigation.
Levering, Frederick A., Jr.	2,700.00	Disbursing officer.
McClintock, Earl I.	3,000.00	Chief of Division of Neutral Countries and Patents.
Merrill, Amos	2,400.00	Assistant, License Division.
McInnis, Sollo.	600.00	Messenger.
Morgan, H. M.	2,500.00	Chief of Depositaries Division.
Morrison, H. S.	2,000.00	Chief of the Bureau of Reception of Callers.
Newberry, Edgar A.	2,000.00	Chief of Division.
Do.	2,500.00	Chief of Inventory and Appraisalment Division.
Pope, W. Marvin.	2,000.00	Investigator.
Do.	2,300.00	Chief of License Department.
Rypinski, Edgar T.	2,000.00	To organize and conduct a filing system.
Schlessinger, Joel L.	1,400.00	Assistant to the Chief of Division of Quarters, Equipment and Supplies.
Scott, Robert T.	2,700.00	Secretary to Alien Property Custodian.
Sheehy, Francis P.	1,800.00	Assistant to the Chief of Division of Quarters, Equipment, and Supplies.
Do.	2,100.00	Assistant Chief, Division of Quarters, Supplies, and Equipment.
Stark, Dana F.	3,000.00	Chief of outside audits.
Stearns, Robert B.	2,500.00	Chief of Division of Pledged Property.
Stone, Ralph, Jr.	1,200.00	Assistant to the Director of the Bureau of Trusts.
Thompson, Malcolm Branch.	2,400.00	Assistant, Bureau of Audits.
Thompson, R. M.	2,500.00	Division of Accounts.
Zimmerman, J. R.	1,800.00	Clerk qualified in business administration.

FOOD ADMINISTRATION.

Name.	Bureau.	Salary.	Position.
Baird, Earl W.	Food Administration	p. m. \$150.00	Publicity man.
Bradbury, Marion E.	do.	p. m. 250.00	Expert negotiator of advertising space.
Gordon, Nathaniel E.	do.	p. m. 150.00	Campaign publicity manager.
Grogan, James.	do.	2,400.00	Expert rate clerk.
Hudson, Sam A.	do.	p. m. 200.00	Special field agent.
Joss, H. W.	do.	p. m. 150.00	Accountant.
Mothershead, John D.	do.	p. m. 100.00	Telegraph operator.
Heflin, William T.	do.	p. m. 100.00	Do.
Simonds, Mrs. Frances W.	do.	p. m. 167.00	Special investigator.
Smirnck, Miss Kathryn.	do.	p. w. 50.00	Scenario editor.
Talbot, Arthur W.	do.	p. m. 109.00	Director of publicity.
Walters, Bestor R.	do.	p. m. 250.00	Head of accounting division.

¹ Promotion.

SYLLABI OF DECISIONS OF THE COMPTROLLER OF THE TREASURY.¹

EMPLOYMENT UNDER LUMP-SUM APPROPRIATIONS.

[To the Secretary of War, Oct. 10, 1917.]

Section 7 of the act of October 6, 1917, applies to employment in an executive department or other Government establishment, regardless of whether such employment is for service in the field or at headquarters. The Military Establishment is not a part of the War Department, nor is it included in the term "other Government establishments"; hence section 7 of the act of October 6, 1917, restricting employment under lump-sum appropriations in any executive department or other Government establishment is not applicable thereto.

[To the Attorney General, Oct. 11, 1917.]

Section 7 of the act of October 6, 1917, restricting employment under lump-sum appropriations in the executive departments or other Government establishments, is not applicable to an employee transferred at a higher rate of compensation to a statutory position in another department or other Government establishment.

[To the Secretary of Labor, Oct. 12, 1917.]

The provisions of section 7 of the act of October 6, 1917, do not prohibit the transfer of an employee to a statutory position at an increased rate of compensation, nor do they forbid promotion of an employee to a statutory position at a higher salary during one year from date of transfer.

Although the restriction contained in the second clause of section 7 of the act of October 6, 1917, is not in express terms limited to employees paid from a lump-sum appropriation, it applies only to increases of compensation when payable from such an appropriation, and has no application to statutory positions.

[To the Secretary of Commerce, Oct. 17, 1917.]

In fixing the compensation of employees paid from lump-sum appropriations under original appointment, the percentage increases of compensation authorized for other positions can not be considered, for the reason that such increases relate only to the present fiscal year, and are not a part of the regular compensation of employees receiving same.

[To the Secretary of the Treasury, Oct. 25, 1917.]

The prohibition contained in the act of October 6, 1917, respecting employment in positions payable from lump-sum appropriations at an increased rate of compensation is not applicable to an employee transferred to such a position at a salary equal to his regular compensation plus the temporary percentage increase, no percentage increase attaching to the position to which the employee is transferred.

[To the Secretary of War, Oct. 27, 1917.]

The act of October 6, 1917, placing certain restrictions upon employment under lump-sum appropriations applies only to employment where the work and compensation are open to agreement and not where the position is established by law with fixed compensation.

¹ Vol. 24, pt. 2, Oct., 1917.

The intent of the act of October 6, 1917, respecting employment under lump-sum appropriations is to prevent the transfer of employees from one department or establishment to another and paying them a larger compensation from a lump-sum appropriation.

Persons holding temporary appointments, or who are serving gratuitously, are not employees within the meaning of the act of October 6, 1917, and are not thereby barred from employment in permanent positions at a higher rate of compensation in another executive department or other Government establishment.

An executive department or other Government establishment is at the seat of government and not elsewhere; hence, the act of October 6, 1917, restricting employment under lump-sum appropriations is not applicable to employment in the field service of an executive department or other Government establishment.

[To the President United States Civil Service Commission, Oct. 27, 1917.]

The appointment of an employee holding a position in an executive department or other Government establishment to a position at an increased rate of compensation paid from a lump-sum appropriation in another department or establishment, as a result of a civil-service examination, is not precluded by the act of October 6, 1917, provided the position to be vacated is one to which the employee has been temporarily appointed under Rule VIII of the civil-service rules. If the position to be vacated is one to which the employee has been appointed by permanent or probational appointment through the Civil Service Commission, employment at increased compensation in another department or establishment is prohibited by this statute.

[To Herbert Hoover, United States Food Administrator, Oct. 31, 1917.]

The act of October 6, 1917, restricting the transfer and promotion of employees to positions under lump-sum appropriations, does not preclude an employee whose status was changed prior to the date of the act from having his compensation increased subsequent thereto.

[To the Governor of the Panama Canal, Nov. 15, 1917.]

The act of October 6, 1917, restricting the transfer and promotion of employees to positions under lump-sum appropriations, does apply to the Panama Canal organization, including the Washington office.

[To the Secretary of Labor, Nov. 16, 1917.]

The transfer of a clerk at \$900 per annum in the Lighthouse Service, Baltimore, Md., to clerk, at \$1,070 per annum, same place, under lump-sum appropriation, concerns a field service, and is not within the provisions of the act of October 6, 1917.

[To the President United States Civil Service Commission, Dec. 17, 1917.]

A person separated from the service within the six months' period of probation and whose name has been restored to the register for consideration for appointment to other positions can not be permitted to return to the service in another department or office at an increased compensation to be paid from a lump-sum appropriation.

The prohibition applies to one already in the classified service who becomes eligible through open competitive examination for certification.

INVESTIGATIONS OF ALLEGED VIOLATIONS OF THE CIVIL-SERVICE LAW AND RULES.

POLITICAL ASSESSMENTS, ACTIVITY, AND DISCRIMINATION.

The following circular of warning was, during the period of March 15 to April 15, 1918, mailed to every postmaster, with request that it be posted conspicuously in his office:

Competitive employees, while retaining the right to vote and to express privately their opinions on political subjects, are forbidden to take an active part in political management or in political campaigns. This also applies to temporary employees, employees on leave of absence with or without pay, substitutes, and laborers. Political activity in city, county, State, or national elections, whether primary or regular, or in behalf of any party or candidate, or any measure to be voted upon, is prohibited.

Further information is contained in Circular 1236, a copy of which may be obtained from the commission, its district secretaries, or any local civil-service board.

POLITICAL ASSESSMENTS, SOLICITATIONS, AND DISCRIMINATION.

Sections 118, 119, 120, and 121 of the Criminal Code (see 35 Stat., 1110) provide that no legislative, executive, or judicial officer or employee shall solicit or be concerned in soliciting or receiving any money or contribution for political purposes from any other officer or employee of the Government; that no solicitation¹ or receipt of political assessments shall be made by any person in any room or building occupied in the discharge of official duties by any officer or employee of the United States; that no officer or employee shall be discharged or demoted for refusing to make any contribution for political purposes; and that no officer or employee of the Government shall directly or indirectly give or hand over to any other officer or employee in the service of the United States or to any Member or Delegate to Congress any money or other valuable thing for the promotion of any political object whatever.

Section 122 of the Criminal Code provides that whoever shall violate any provisions of the four preceding sections shall be fined not more than \$5,000 or imprisoned not more than three years, or both.

It is the duty of any person having knowledge of the violations of any of the foregoing provisions of the civil-service rules or Criminal Code to submit the facts to the United States Civil Service Commission, Washington, D. C.

On August 31, 1918, the Director General of Railroads issued an order (No. 42) to all officers and employees in the railroad service concerning their activity in political affairs. The following order (No. 48), issued October 22, 1918, is in lieu of and a substitute for order No. 42:

¹ The Supreme Court has decided, in *United States v. Thayer* (209 U. S., 39), that solicitation by letter or circular delivered by mail or otherwise to an officer or employee of the United States at the office or building in which he is employed in the discharge of his official duties is a solicitation within the meaning of sec. 119 of the Criminal Code, and that such solicitation takes place where the letter is received.

The issuance of General Order No. 42 was for the purpose of extending to officers, attorneys and employees in the Railroad Service of the United States substantially the same regulations as to political activity which have been applied for many years through Civil Service Laws and Executive and Departmental Orders and Regulations to other employees of the United States. These laws, orders and regulations conform to a wise policy which has long had the support of the people of the United States regardless of political parties. Since the Government has taken control of the railroads and their former officers, attorneys and employees have become public servants, it is necessary that the same policy as to political activity be extended to them as to other employees of the United States. As employees of the Government, they cannot be properly exempted from the policy applied to other Government employees.

It has developed, however, since General Order No. 42 was issued, that there are many communities in the United States which are composed largely, and in some respects almost wholly, of railroad employees and their families, and that the proper civil administration of such communities makes it necessary that railroad employees should hold municipal offices. It is clear that in such cases exceptions should be made. Such exceptions have been made by the Government in other cases (such as Navy Yards in certain localities) where the population consisted wholly or in large part of Government employees and where it was necessary for proper administration of civil affairs such Government employees should hold local political offices.

It has, therefore, been determined to permit railroad employees to hold municipal offices in the communities in which they live, provided they do not neglect their railroad duties as a result thereof, and also to limit Section (2) to a prohibition against railroad employees acting as chairmen of political conventions or using their positions in the Railroad Service of the United States to bring about their selection as delegates to political conventions, in order to harmonize said Section (2) with existing Civil Service Rules and Departmental Regulations.

It is, therefore, ordered that no officer, attorney or employee shall—

1. Hold a position as a member or officer of any political committee or organization that solicits funds for political purposes.
2. Act as a chairman of a political convention or use his position in the Railroad Service of the United States to bring about his selection as a delegate to political conventions.
3. Solicit or receive funds for any political purpose or contribute to any political fund collected by an official or employee of any railroad or any official or employee of the United States or any State.
4. Assume the conduct of any political campaign.
5. Attempt to coerce or intimidate another officer or employee in the exercise of his right of suffrage. Violation of this will result in immediate dismissal from the service.
6. Neglect his railroad duties to engage in politics or use his position in the Railroad Service of the United States to interfere with an election. An employee has the right to vote as he pleases, and to exercise his civil rights free from interference or dictation by any fellow employee or by any superior or by any other person. Railroad employees may become candidates for and accept election to municipal offices where such action will not involve neglect on their part of their railroad duties, but candidacy for a nomination or for election to other political office or the holding of such office is not permissible. The positions of notaries public, members of draft boards, officers of public libraries, members of school or park boards, and officers of religious and eleemosynary institutions are not construed as political offices.
7. In all cases where railroad officers, attorneys and employees were elected to political offices prior to the issuance of General Order No. 42, August 31, 1918, they will be permitted to complete their terms of office so long as it does not interfere with the performance of their railroad duties. After the completion of said terms of office, they will be governed by the provisions of this Order.
8. In all cases where railroad officers, attorneys and employees were nominated for political offices and had become candidates therefor prior to the issuance of General Order No. 42, August 31, 1918, they will be permitted to hold and complete the terms of office to which they may be elected at the general election to be held November, 1918, to the extent that the holding of such offices shall not interfere with the

performance of their railroad duties. After the completion of such terms of office, they shall be governed by the provisions of this Order.

Railroad men have given ample proof of their loyalty to their Government. I am confident that they will gladly and patriotically accept now those reasonable Governmental Regulations concerning political activity which their welfare and America's cause demand. They are the same regulations in their general scope and application as all other Government employees have lived under for many years without the loss of any essential rights and with added dignity to their citizenship.

BRIEFS OF INVESTIGATIONS.

CALIFORNIA.

Salinas, case of Clarence Tynan, second-class postmaster.

Charge: Solicitation of campaign funds in violation of sections 118 and 119 of the Criminal Code.

Date of charge: November 1, 1916.

Result: It was found that Clarence Tynan, postmaster at Salinas, had solicited political contributions from postmasters in Monterey County, Cal., in violation of sections 118 and 119 of the Criminal Code.

On the evidence submitted the commission recommended to the Attorney General that steps be taken toward the prosecution of Mr. Tynan for his violation of the provisions of sections 118 and 119, and the Post Office Department was requested, on December 21, 1916, to remove him from the service. He was indicted, tried, convicted, and fined \$175. No action has been taken by the Post Office Department upon the request of the commission for the removal of the postmaster.

IDAHO.

Pocatello, case of Thomas C. Roberts, assistant postmaster.

Charge: Violation of section 3, Rule XI, and taking an active part in political campaign.

Date of charge: May 5, 1917.

Result: Thomas C. Roberts, assistant postmaster, was found to have attempted to secure influence in behalf of his promotion to postmaster. He secured permission from the Post Office Department to become a candidate, with the usual warning against undue and scandalous political activity. During the campaign of 1912 he visited the headquarters of the committee almost every evening and sent out political literature to voters, which he also did during 1916. He denied taking an active part in political affairs and remembering sending out any literature except from political headquarters in 1912. It appeared that he took an active part in behalf of a candidate for mayor. The commission recommended his reduction in salary to the amount received prior to his promotion to assistant postmaster. The department deferred action in Mr. Roberts's case pending the appointment of a new postmaster.

ILLINOIS.

Chicago, case of Thomas F. White, sr., city letter carrier.

Charge: Acting as clerk of election.

Date of charge: March 3, 1916.

Result: Upon investigation by a representative of the commission it was found that Thomas F. White, sr., city letter carrier at Chicago, had been politically active in violation of the rules in acting as clerk of election; that he tried to conceal his activity by having his son nominally hold office of clerk of election, although the latter was only 20 years of age; that Mr. White, sr., deceived the Post Office Department as to the cause of his absence from duty on February 8, when he gave sickness as his reason for not reporting for duty. His attitude toward the representative of the commission was hostile and he refused to testify on certain points when requested to do so. The commission advised the department that Mr. White was unfit to remain in the service and requested his removal. The department reported that upon investigation by an inspector there was nothing submitted to show that Mr. White used his position as clerk of election for political purposes, as it did not enable him to solicit votes, but that his conduct was regarded as reprehensible in view of the fact that he was absent on February 8 without proper cause and falsely as-

signed illness as the reason for his absence; that as a disciplinary measure his salary had been reduced from \$1,200 to \$1,100 per annum, effective April 6, 1917.

Hidalgo, case of David S. Cowger, rural carrier.

Charge: Undue political activity.

Date of charge: June 15, 1917.

Result: This carrier served as an officer of an election board, stopped to "talk politics" on his route, and read election returns before an audience at the town hall. He admitted reading the election returns to an assembly of people and serving as an officer on election boards. The commission recommended that the carrier be warned against serving as an election officer. Mr. Cowger was removed by the department, effective September 29, 1917, as the result of various derelictions.

Oakley, case of Cassius Holcomb, fourth-class postmaster.

Charge: Undue political activity.

Date of charge: June 23, 1917.

Result: The Post Office Department made request for certification for eligibles for appointment as fourth-class postmaster at Oakley, Ill., on June 23, 1917, stating that the then postmaster was to be removed for the reason that he discussed and permitted others to discuss politics in the post office. The commission informed the department that copy of inspector's report had not been received and that it had not been notified that political activity charges were pending. The inspector's report was transmitted to the commission and the commission found that the charges had not been sustained. The department, thereafter, notified the commission that the request for a certification of eligibles from which the appointment of a postmaster was to be made was withdrawn and that Mr. Holcomb would be retained for the present.

Peoria, case of D. H. McClugage, internal-revenue deputy collector.

Charge: Solicitation of campaign funds in violation of the Criminal Code.

Date of charge: November 25.

Result: Storekeeper-gaugers employed in the Internal-Revenue Service in Peoria were informed frequently by telephone to appear at the office of the treasurer of the county Democratic central committee, and those who responded were told that gaugers should contribute \$25 and storekeepers \$15. The commission requested that Mr. McClugage, who acted as chairman of the Democratic central committee of Peoria, be removed from the service. The department held that it would be sufficient to warn him against violation of rules with respect to political activity. The commission was unable to concur in this view, and after repeated refusal of the department to carry out the commission's recommendation for removal the case was closed.

Sheller, cases of Isaac L. Quinn, fourth-class postmaster, and William W. Laur, rural carrier.

Charge: Undue political activity.

Date of charge: December 23, 1916.

Result: It was found that Postmaster Quinn made a wager with Rural Carrier Laur on the result of an election and that at the time the wager was made the postmaster assured the carrier that it was not in violation of the regulations. It was also found that the carrier made several other wagers. The commission recommended that the postmaster and the carrier be reprimanded, and the department advised that a disciplinary letter was addressed to the postmaster and that the carrier was removed from the service as the result of a number of derelictions in the discharge of his duties.

INDIANA.

Campbellsburg, case of Harry C. Wesner, fourth-class postmaster.

Charge: Political activity.

Date of charge: May 28, 1917.

Result: Postmaster Wesner addressed circulars for a Congressman, attended a rally before election day, participated in the celebration subsequent to the election, and discussed political subjects in a general way. He stated that he attended but took no part in two parades at Mitchell, one a Republican, and the other a Democratic parade, and was not a member

of any political committee. The commission recommended that Mr. Wesner should be severely reprimanded and warned that a repetition of political activity on his part would be just cause for a more severe penalty, and the department so notified him.

IOWA.

Mason City, case of S. A. Koch, post-office clerk.

Charge: Delegate to political county convention.

Date of charge: July 6, 1918.

Result: Koch was elected a delegate to the Democratic county convention at Mason City, Iowa, but claimed that he knew nothing of his election until he received a certificate of election from the county auditor some 10 or 15 days after the primary election. Although he attended the convention while off duty from his position in the post office, he took no part in the deliberations of the meeting. The commission advised the department, September 10, 1918, that it was of the opinion that as Mr. Koch failed to take any steps to decline to accept the nominal election as delegate to county convention, he should be reprimanded and warned that serving as a delegate to a political convention was prohibited by the rules, and it was so recommended.

KENTUCKY.

Ashland, case of William P. Haller, post-office clerk.

Charge: Candidacy for county office.

Date of charge: July 26, 1917.

Result: The commission received information that Mr. Haller was a candidate for nomination of his party for the office of county court clerk in the primary election held August 4, 1917, and notified him that he must withdraw his candidacy if he wished to retain his position in the service. He replied that he had no intention of violating the rules in becoming a candidate for such office, and that it was his understanding that a person was not a candidate unless he was nominated. The commission recommended to the Post Office Department that Mr. Haller be reprimanded and warned that a repetition of the offense would be just cause for a more severe penalty. The department replied that Mr. Haller had been requested to tender his resignation.

Ashland, case of James W. King, rural carrier.

Charge: Violation of political rule and acting as candidate for political office.

Date of charge: August 7, 1917.

Result: King was a candidate for county judge of Boyd County, Ky. His letter printed in the county paper and asking the support of his friends for the office was submitted. The commission advised the department that if Mr. King was nominated and was still a candidate he should immediately resign as rural carrier, and that if he failed of nomination and was not a candidate he should be suspended for 15 days without pay for his violation of the political-activity rule. Failing of nomination, this carrier was suspended by the department for 15 days without pay during the month of July.

LOUISIANA.

Kaplan, case of Octave H. Deshotels, fourth-class postmaster.

Charge: Undue political activity.

Date of charge: November 18, 1916.

Result: Postmaster Deshotels presided at eight different political meetings of the Progressive Party during the campaign preceding April 18, 1916, made commendatory remarks in public speeches about a political party, arranged in at least two instances for the public meetings, and attended a convention in Abbeville, La. He contended that he attended this convention as a spectator only; that in introducing speakers he did not know he was violating any rule; and that his speeches were not of a partisan character. The commission, on the refusal of the Post Office Department to remove Mr. Deshotels at its request, notified the department that in view of the length of time this case had been pending it would take no further action than to record its final protest and its adherence to its previous recommendation.

MASSACHUSETTS.

Boston, cases of James S. Boyle, Edmund J. Tabb, and James A. Zolla, employees of the Boston Navy Yard.

Charge: Activity in political affairs.

Date of charge: April 13, 1917.

Result: Upon investigation by a representative of the commission it was found that James S. Doyle, Edmund J. Tabb, and James A. Zolla were elected to political offices and took an active part in political affairs, in making speeches at town meetings in behalf of candidates for office. The commission recommended that they be warned against future violations of the rule in regard to political activity, and it was reported, under date of May 11, that such action had been taken.

Easthampton, case of J. E. Barnett, postmaster.

Charge: Persecution of employees who had objected to and reported violations by the postmaster of the civil-service rules.

Date of charge: March 31, 1915.

Result: Mr. Barnett had agreed to make a substitute carrier assistant postmaster or to transfer him to a clerkship as a reward for support, had actually given him work not belonging to him, and improperly utilized in such assignments free delivery and auxiliary clerical allowances. The commission requested the department to call upon the postmaster to resign, but after investigating the Easthampton office the department advised that the postmaster had complied with instructions regarding his conduct, and that there was no further reason for his separation from the service.

Easthampton, case of John H. Diamond, substitute letter carrier.

Charge: Violation of political-activity rule.

Date of charge: March 31, 1915.

Result: Diamond served as a member and secretary of the Easthampton Political Committee. The commission decided that he should be removed from the service. The Post Office Department ordered another investigation to determine whether or not instructions regarding efficient service and political activity were being strictly complied with. As a result, Mr. Diamond's resignation was accepted August 24, 1917.

MICHIGAN.

Clare, case of Clarence W. Brown, rural carrier.

Charge: Undue political activity.

Date of charge: January 6, 1917.

Result: The only evidence of undue political activity on the part of this carrier was that he had been elected as a member of a political committee about three or four years previous, but it appeared that he was nominated and elected to this position without his consent and that he served as a member of the committee at only one meeting, after which he resigned. On recommendation of the commission he was reprimanded and warned against future violations of the political-activity rule.

MISSOURI.

Calhoun, case of George T. Duvall, rural carrier.

Charge: Undue political activity and betting on election.

Date of charge: February 28, 1917.

Result: This carrier wagered and lost a box of cigars on the result of the last presidential election. He was a member of a party that furnished a supper following the election, and he paid a freak election bet, which required him to roll another person around the street in a wheelbarrow decorated with a freak sign. The commission recommended that he be reprimanded and warned that a repetition of political activity on his part would be just cause for a severe penalty. The department informed the commission that an order had been issued for the removal of Carrier Duvall, regardless of the charge of political activity.

Huntington, case of Otis G. Hedberg, rural carrier.*Charge:* Undue political activity.*Date of charge:* July 26, 1917.*Result:* On learning that this carrier made several bets on the outcome of the presidential election, 1916, the commission recommended that he be warned against such betting. The department reported his removal on this and other charges.**Nevada, case of Joseph Harper, postmaster.***Charges:* Alleged solicitation and receipt of political contributions from postal employees.*Date of charge:* November 27, 1916.*Result:* Harper received political contributions from several employees under his jurisdiction, which he turned over to the chairman of the local finance committee of a political party. Mr. Harper informed this chairman that it was against the rules to solicit campaign contributions in Government buildings and that he could not assist him in soliciting such contributions from Government employees. He agreed, however, to act as temporary custodian of such funds and did accept a few small contributions which he later turned over to the chairman. The matter was submitted to the Department of Justice and the Post Office Department was requested to remove him. The Department of Justice reported that, in view of the pettiness of the offense, the lack of any witnesses against the postmaster, except postal employees, who by handing their contributions to him were as guilty under the law as he, and his refusal to assist in soliciting in the Federal building, the case would not be prosecuted.**Parkville, case of William B. Noland, rural carrier.***Charge:* Undue political activity and criticism of the administration.*Date of charge:* January 6, 1917.*Result:* The only charge of political activity sustained upon investigation was that on the day of the general election of November last the carrier made one trip in his car to haul voters to the polls for hire, and that on the occasion of a local-option election he drove to the country home of his uncle and brought him to the polls to vote. The commission recommended to the department that he be warned against future violations of the political-activity rule, which was done.**St. Louis, case of James Cowgill, chairman, Democratic State Committee.***Charge:* Violation of section 119 of the Criminal Code.*Date of charge:* November 28, 1916.*Result:* Upon investigation by a representative of the commission it was found that Otho K. Smith, Edward E. Duckett, and John H. Bittick, rural carriers at the Joplin post office, received letters from James Cowgill, chairman of the Democratic State committee, St. Louis, Mo., dated September 11, 1916, which mentioned certain legislation favoring postal employees that had been enacted under the administration then in power and solicited support for the administration in the approaching campaign, concluding with the statement, "We will be pleased to hear from you at your earliest convenience." With each letter was inclosed a blank form for reply, reading as follows:

BLANK FOR REPLY.

_____, 1916.

Mr. JAMES COWGILL,

*Chairman Democratic State Committee,
Leathe Building, St. Louis, Mo.*

DEAR SIR: The contents of your letter has my approval, and I desire to assist in the continuance of the administration of President Woodrow Wilson, and therefore herewith inclose _____ dollars, which please accept as my contribution, sending me your receipt for same.

Very truly, yours,

(Name.)_____
(State position so same may be properly recorded.)

The address on the envelope in each case consisted of the name of the employee, his position, and the post office, e. g., Otho K. Smith, rural carrier, Joplin, Mo. The letters were delivered to the carriers while on duty in the post office, and Carriers John H. Bittick and Edward E. Duckett state in their affidavits that they opened the envelopes and read the letters in the office before leaving to serve their respective routes. Carrier Smith states in his affidavit that he opened and read the letter received by him after leaving the office to serve his route.

Burr J. Caplen, another rural carrier at Joplin, makes affidavit that he received a similar letter at his home in Joplin, and that the reason it was not received at the post office is that he was on his annual vacation at that time. John Q. Duckett, rural carrier, testified that he did not receive such a letter.

Each of the carriers above named, who received this letter, testified that he considered it as a request for a campaign contribution. None of them, however, complied with the request by making a contribution.

The matter was submitted to the Department of Justice with request for the prosecution of Mr. Cowgill. The United States attorney, Kansas City, Mo., in letter dated May 30, 1918, to the Department of Justice reported that Mr. Cowgill stated that the committee on publicity had apparently gotten up the letter referred to, as this committee handled matter of that character; that he had no knowledge whatever of a letter of this character or that it was to be sent out; that he was busy with his own personal mail during the period in which these letters were written and gave his entire attention to the general management of the Democratic campaign and did not have any knowledge of same. The United States attorney at Kansas City submitted as his opinion that the matter should not be made the subject of a grand jury investigation, because such inquiry might be construed by some partisan political enemy as a reflection at least, upon Mr. Cowgill's hitherto unblemished public life, and that from no viewpoint could it be considered that he is guilty of even a technical violation of section 119 of the Criminal Code. The Assistant Attorney General, in letter dated June 5, 1918, advised the commission, in view of the circumstances set forth in the United States attorney's letter, that the department was disposed to recommend that no further steps be taken in this matter, but requested, however, that the department receive an expression of views on this subject from the commission before finally closing the case. The commission, June 21, 1918, advised the department that the commission is of the opinion, in view of the statements made by the United States attorney and the department in regard to Mr. Cowgill, that no further action is necessary and that the case had been closed upon the records of the commission.

INDIANA.

Anderson, case of James G. Thomas, rural carrier.

Charge: Undue political activity.

Date of charge: February 24, 1917.

Result: Upon investigation by representatives of the commission and Post Office Department, it was found that this carrier had been unduly politically active in bringing voters to the polls to vote. He was removed by the department on May 9, 1917, to take effect May 15, regardless of the charge of political activity.

NEW JERSEY.

Pleasantville, case of John L. Sooy, assistant postmaster.

Charge: Discrimination for political reasons.

Date of charge: February 13, 1917.

Result: Upon investigation by representatives of the commission and Post Office Department of the charge that Mr. Sooy was removed for political reasons and discriminated against because of his politics it was found that the controlling reasons for the removal of Mr. Sooy were not political but related to the internal discipline of the office; that the spirit of disorganization in the office and lack of harmony, for which Mr. Sooy appears to have been in a large part responsible, were really the primary

and controlling reasons, and that he was temperamentally unfit to meet the conditions which had arisen in the office. The department concurred with the commission in dismissing the complaint.

NEW MEXICO.

Santa Fe, case of Arthur Seligman, chairman of Democratic State Central committee.

Charge: Violation of section 119 of the Criminal Code, which prohibits the solicitation or receipt of political contributions in Federal buildings.

Date of charge: October 27, 1916.

Result: The commission transmitted to the Department of Justice evidence in the nature of letters received by three postmasters in New Mexico from Mr. Seligman, chairman of the Democratic State central committee, soliciting political contributions. The district attorney presented this case fully to the grand jury, which unanimously failed to return a true bill against Mr. Seligman.

NEW YORK.

Ellenburg Depot, case of Harry C. Myers, fourth-class postmaster.

Charge: Undue political activity.

Date of charge: January 16, 1917.

Result: It was alleged that Postmaster Myers drove an automobile to and from the voting polls on election day and carried voters thereto; publicly aired his views in the matter and his choice for President; publicly offered to bet \$150 on a certain candidate; prepared to celebrate publicly after the returns began to come in, being the leader in getting a bonfire ready; voiced his opinion publicly in the post office, and posted pictures of a certain candidate therein. The postmaster admitted that he did drive an automobile and did carry voters to the polls on election day, but he did so because he was a licensed chauffeur and accepted employment as any automobile driver would do, and that he had a choice for President and did not hesitate to make known that choice at any time the question arose. He denied that he bet \$150 or any other sum on the election, but he did offer in a joking way to make a bet, but none was made. He admitted that he participated, after the election was over, in collecting material for a bonfire, but denied that he posted the pictures of any candidate in the post office, but stated that the pictures of candidates were hung in the store where the post office is located but not in the post office proper. The commission recommended to the department that he should be reprimanded and warned that future violations of the rule would result in more drastic action, which was done.

St. Johnsville, case of Chauncey G. Brown, second-class postmaster.

Charge: Unlawful use of money to influence voters in election of November 7, 1916.

Date of charge: August 21, 1917.

Result: It was found that the postmaster told various individuals that money would be paid to them if they voted in a certain way, and that he also left money with a certain individual to be paid to persons whom the postmaster would send to him. The Post Office Department requested that the commission review the report of the inspector and return it to the department with any recommendation or suggestion deemed appropriate. The commission informed the department that it was of the opinion that the recommendation of the post-office inspector that Postmaster Brown be removed from the service was justified by the facts, and as it would appear that the postmaster was guilty of having improperly and unlawfully used money to influence voters the Post Office Department should report this case to the Department of Justice for appropriate action.

West Branch, case of Leroy C. Hartson, rural carrier.

Charge: Acting as poll clerk.

Date of charge: June 5, 1917.

Result: Report of the inspector showed that about 1915 one of the poll clerks appointed by the inspector of election was unable to serve on

account of sickness; that it was difficult to get a competent man in his place and that Hartson was appointed; that he had consulted the postmaster as to whether it was permissible for him to serve, and he was advised that inasmuch as it was not an elective office no objection could be raised. The commission informed the Post Office Department that serving as a poll clerk is prohibited by the political-activity rule and recommended that Carrier Hartson be warned that a repetition of the offense would be just cause for a more severe penalty. He was admonished by the department that further dereliction of this nature would result in severe action being taken against him.

NORTH CAROLINA.

Drumhill, case of Joseph W. Riddick, rural carrier.

Charge: Undue political activity.

Date of charge: March 22, 1917.

Result: Upon investigation by a post-office inspector it was established that this carrier secured a number of voting tickets at the voting place on election day; that he hired a person to haul several voters to the polls; and that he offered to pay part of a voter's fare to Drumhill, provided he would vote the ticket of a certain party, and asked others to help pay said fare. The carrier denied that he was politically active. He stated that the offer to pay a voter's fare was done to encourage a joke; that on election day he carried the mail as usual, and on returning from his route voted at his leisure; that he did not linger around the voting place and never approached anyone as to the manner in which he should vote. Affidavits were submitted substantiating the charge that he had been instrumental in hiring and carrying people to the voting place on election day. The post-office inspector reported that the carrier was fully aware of the definition of political activity from a service standpoint, having received the Postmaster General's warning notice, and having had his attention called by the postmaster to the postal laws and regulations relative to political activity. The commission informed the department that it was of the opinion that removal would be too severe a penalty, in so far as political activity was involved, but it was of the opinion that this carrier should be suspended without pay for 30 days. Carrier Riddick was suspended from duty without pay for 60 days beginning July 8, 1917, for violation of the regulations regarding political activity; for failure to observe his schedule; for neglecting to keep his directory of patrons and trip reports properly; and for failure to observe the regulations in regard to the handling of registered mail.

Marshville, case of Sidney M. Harrell, rural carrier.

Charge: Pernicious activity in political affairs.

Date of charge: May 17, 1917.

Result: Upon investigation the only evidence of undue political activity on the part of the carrier was that he had engaged in a political discussion with a patron of his route in which he made a derogatory remark concerning a certain candidate for an elective office and had asked the patron to vote for the opponent of this candidate. The commission recommended that he be warned against future violations of the political activity rule. The department stated that his services were dispensed with because of the discontinuance of his route.

Roaring River, case of James E. Greenwood, rural carrier.

Charge: Pernicious political activity.

Date of charge: June 30, 1917.

Result: Upon investigation it was found that the only evidence of carrier's political activity was that he had made a wager on the result of the presidential election in 1916. The commission recommended that he be warned that betting on an election is contrary to the rule prohibiting undue activity in political affairs. The department stated that no action was taken with reference to the charge of political activity, as the evidence was not conclusive, but that the carrier had been suspended for a period of 30 days for other delinquencies.

Rockingham, case of William A. Moody, post office clerk.

Charge: Undue political activity.

Date of charge: March 23, 1917.

Result: Affidavits alleged that Clerk William A. Moody had been unduly active in politics. He had been convicted November, 1916, on the charge of gambling and had taken an appeal to the superior court. It was suggested, therefore, that no action be taken in this case until after decision on his appeal. Mr. Moody managed to have his case continued for two terms of court and through his attorneys offered to tender a plea of nolo contendere, which the commission refused to accept. In view of these facts, and as charges of having violated the political activity rule were also pending, it was decided by the department to remove him from the service, which action was taken, effective at the close of business July 5, 1917.

NORTH DAKOTA.

Bantry, case of W. L. Walton, fourth-class postmaster.

Charge: Serving on political committee.

Date of charge: September 7, 1917.

Result: Upon information furnished the commission, Postmaster Walton was requested to furnish the commission with a statement in regard to his service as a member of a political committee. Mr. Walton reported that he had been a member of the Democratic State committee for some time, but that the active management was in the hands of the officers and the executive committee, and that he had only attended two meetings since he had been postmaster. The commission advised the department that Postmaster Walton should either resign as a member of the Democratic State committee or resign his office as fourth-class postmaster. The department reported that Mr. Walton had resigned his membership on the political committee in compliance with instructions to him.

PENNSYLVANIA.

New Oxford, case of Charles M. Stough, rural carrier.

Charge: Political activity.

Date of charge: April 14, 1917.

Result: This carrier submitted his resignation, which was accepted November 1, while investigation of the charges was pending.

VIRGINIA.

Portsmouth, case of J. T. Hanvey, assistant shop superintendent in the Norfolk Navy Yard.

Charge: Acting as mayor of city of Portsmouth.

Date of charge: January 27, 1917.

Result: J. T. Hanvey, assistant shop superintendent of the Norfolk Navy Yard, was elected a member of the city council of Portsmouth, Va., and was chosen as chairman of the council. It was charged that he had made active campaigns in two elections during the year of 1916-17. The matter of Mr. Hanvey's serving as a member of the city council of Portsmouth had been previously reported to the commission in June, 1916, and it had been found that he had been granted permission to become a candidate by the Navy Department in 1909. In view of the fact that he had been granted such permission by the department, no disciplinary action was recommended, but he was relieved from membership on the labor board. In addition to the previous charge, complaint was filed in July, 1917, that Mayor Hanvey had attempted to explain before a mass meeting a much-discussed executive session of the city council at which resolutions were adopted in which reference was made to "trouble-making citizens" and "malicious minority." Mr. Hanvey submitted a statement in which he explained the circumstances under which he made the speech. He stated that he had not intended to be, in any way, politically active in so doing and that he would not speak again in a similar meeting. After consideration of all the facts,

the commission recommended to the Navy Department that Mr. Hanvey be warned that he should not again make a partisan speech and that similar action on his part would be considered just cause for his removal from the service, which action was taken.

WASHINGTON.

Hogquiam, cases of John C. Whipple, letter carrier, and Jesse L. Havens, assistant postmaster.

Charge: Soliciting political support.

Date of charge: November 7, 1918.

Result: It was found that Assistant Postmaster Jesse L. Havens and Letter Carrier John G. Whipple had signed and mailed printed postal cards soliciting political support for one E. A. Philbrick, a candidate for judge of the superior court and a brother of the then postmaster, Ralph Philbrick. Messrs. Havens and Whipple claim that they did not consider their action a violation of the political activity rule. This claim could not be well taken in view of the specific instructions posted in the post office. The commission recommended that Havens and Whipple be reduced one grade in salary for a period of two months. The department reported that it had referred the matter to an inspector for further investigation and advised the commission that, in view of the evidence submitted showing that these employees were not guilty of any intentional violation of the political activity rule, it did not believe that drastic action was warranted, and stated that the postmaster had, however, been directed to severely reprimand and warn them that a repetition would result in more drastic action.

WEST VIRGINIA.

Beedy, case of Guy E. McCutcheon, rural carrier.

Charge: Political activity in electioneering while on duty.

Date of charge: March 2, 1918.

Result: An investigation by a post-office inspector showed political activity in electioneering while on duty. He resigned from the service, effective September 30, 1917, in view of which the case was closed.

WISCONSIN.

Schleisingserville, case of Albert C. Thiel, rural carrier.

Charge: Acting as election inspector.

Date of charge: April 24, 1917.

Result: Mr. Thiel admitted that he had served as an election inspector, since one of the inspectors was sick on election day and he was asked to take his place. He stated that he did not know he was violating the rule in doing so. The commission recommended that Carrier Thiel should be warned that acting as an election inspector is prohibited under the rules and that a repetition of the offense would be a just cause for a more severe penalty. He was admonished by the Post Office Department and informed that he must comply strictly with the rules governing political activity.

PROSECUTIONS.

In addition to debarring offenders from examinations until further notices the commission referred to the Department of Justice for prosecution a number of cases in which the statutes had been violated. These cases are briefly described as follows:

CONNECTICUT.

Bridgeport, case of Abe Socol.

Charge: False statement in application.

Date of charge: May 9, 1918.

Result: In 1916 Socol filed several applications with the commission in which he falsely stated under oath that he had never filed an application with the commission, that he had never been barred from examination, and that he had never been employed in the Government service. The

facts were presented to the United States attorney for the southern district of New York, and on January 15, 1917, Socol pleaded guilty to the indictment and was fined \$50. Since his prosecution Socol filed two applications in which he stated he had never been examined by the commission for any branch of the service, had never filed an application with it or its representative, that he had never been barred from an examination, that he had never, by indictment or any other manner prescribed by law, been charged with any crime, misdemeanor, or offense whatever, or fined or arrested for any offense. All these statements, of course, were absolutely false. By comparing his various applications, many other inconsistencies were discovered, and because of his apparent utter disregard for the truth and his persistent attempts to deceive the commission, the matter was submitted to the Department of Justice for prosecution. Socol pleaded guilty to his second offense and was fined \$50 and costs.

New Haven, case of Maurice B. Karr.

Charge: False statement in application.

Date of charge: August 1, 1917.

Result: Karr filed an application for appointment to the position of assistant superintendent of brass cartridge cases, stating in his application that he had graduated in 1907 with the degree of bachelor of science. Correspondence with the applicant developed the fact that he claimed to have attended Columbia University during four years. The registrar of the university stated, however, that there was no record of Karr's having attended Columbia University, and the case was therefore referred to the Department of Justice for prosecution. It was in turn transmitted to the United States attorney for the District of Columbia. No report of the disposition of the case has yet been received.

DISTRICT OF COLUMBIA.

Washington, case of William Herman Baker.

Charge: False statements in applications.

Date of charge: November 7, 1917.

Result: In an application filed in May, 1915, for appointment in the navy yard service, Baker stated that he was born in Tarentum, Pa., on February 19, 1892, and that his age was 23 years. In another application, filed on June 27, 1917, for appointment in the navy yard service, he again stated that he was born in Tarentum, Pa., but gave the date of his birth as February 19, 1882, and his age as 35 years. A statement signed by his father shows that Baker was born in Germany on February 19, 1892. Several other inconsistencies were discovered, and as Baker had secured an appointment as a result of the 1917 application, the case was presented to the Department of Justice for prosecution. No report has yet been received from the department.

Washington, case of James Thomas Lawlor.

Charge: False statements in application.

Date of charge: October 2, 1917.

Result: In an application filed by Lawlor for a position in the Washington Navy Yard, he indicated that he had a sister and a cousin in the Government service, the latter residing at a different address from that of the applicant. It was discovered, however, that the cousin referred to was in fact Lawlor's brother, and that all three of the Lawlors resided at the same address. The case was therefore referred to the Department of Justice. No report has been received.

GEORGIA.

Grantville, case of Wylie M. Post.

Charge: Perjury.

Date of charge: January 22, 1918.

Result: In connection with his application for appointment to the position of assistant in marketing, Post submitted a thesis which he falsely swore was his own composition. It was discovered that the first eight pages of this thesis had been copied verbatim from a bulletin issued by the Department of Agriculture. The case was therefore presented to

the Department of Justice for prosecution, and an indictment was found. It having been subsequently ascertained that the notary failed to properly administer the oath, the case was nolle prossed at the suggestion of the district attorney.

Atlanta, case of Charles F. Billingsley, alias Fred J. Billingsley.

Charge: False statements in application.

Date of charge: April 23, 1918.

Result: As the result of a civil service examination in which he competed on November 17, 1909, Charles F. Billingsley was appointed to a position in the Chattanooga, Tenn., post office, from which position he was subsequently discharged. As the result of an examination held on May 9, 1918, Fred J. Billingsley was appointed to the position of clerk in the Camp Gordon branch of the Atlanta, Ga., post office. It was discovered that Charles F. Billingsley and Fred J. Billingsley were unquestionably one and the same person, although Billingsley made his record appear different in the applications which he filed. The case was presented to the Department of Justice, and was in turn forwarded to the United States attorney for the eastern district of Tennessee. No report of its disposition has yet been received.

ILLINOIS.

Chicago, case of Ardolia W. Montgomery.

Charge: False statements in application.

Date of charge: May 11, 1918.

Result: In an application filed on or about March 21, 1918, for appointment to the position of stockman or checker, Montgomery stated that he had never been arrested, and failed to answer the question regarding the filing of previous applications. He also falsely stated that he had never been barred from examinations. It developed that he had been prosecuted in 1913 on a charge of fraudulently executing vouchers in an application filed for the Post Office Service. The case was presented to the Department of Justice for prosecution. No report has yet been received.

Chicago, case of Robert H. Lewis.

Charge: Forging vouchers in application.

Date of charge: May 7, 1918.

Result: In an application filed by Lewis for the post-office clerk examination in which he competed on April 27, 1918, it was discovered that the handwriting of the vouchers bore a marked resemblance of that of the applicant. Upon being questioned regarding the matter, Lewis admitted his guilt and signed a statement to the effect that he had himself executed the vouchers. The case was presented to the Department of Justice for prosecution, and was in turn forwarded to the district attorney at Chicago. No report of the disposition of the case has yet been received.

Chicago, case of Jacob N. Washington, alias James Washington.

Charge: False statements in applications.

Date of charge: April 15, 1918.

Result: Jacob N. Washington filed two applications, one in July, 1913, and one in May, 1914, three of the vouchers in which were fraudulent, Washington himself having executed them. The case was referred to the Department of Justice, but a "no bill" was returned. James Washington filed two applications, one for the clerk-carrier examination held on May 5, 1917, and one for the railway mail-clerk examination held on February 13, 1917. Inconsistent statements were discovered by comparing these applications with each other and with those filed under the name of Jacob N. Washington. The handwriting in all applications appeared to be identical. The case was therefore presented to the Department of Justice for prosecution, and was in turn forwarded to the district attorney at Chicago. No report of the disposition of the case has yet been received.

Chicago, case of Edward L. Washington.

Charge: Forging voucher in application.

Date of charge: April 25, 1918.

Result: As the result of an examination for clerk in the Post Office Service, Edward L. Washington attained eligibility and was certified for appoint-

ment. It was noted, however, that the handwriting in voucher No. 2 of Washington's application bore a very strong resemblance to that of the applicant, and an investigation disclosed the fact that this voucher had been executed by Washington himself. The case was referred to the Department of Justice, and was in turn forwarded to the district attorney at Chicago. No report as to the disposition of the case has yet been received.

MASSACHUSETTS.

Boston, case of Walter N. Keene, alias Walter E. Keene.

Charge: False statement in application.

Date of charge: October 1, 1917.

Result: On September 18, 1918, Keene filed an application for appointment in the navy yard at Charlestown, Mass., and was given an eligible rating and received appointment. Subsequently he was dismissed from the service for using profane and obscene language, and for leaving his work without permission. Some time afterwards an application was received at the navy yard, in the same handwriting, and from the same address as Walter N. Keene, but signed "Walter E. Keene," in which he stated that he had never filed an application with the commission or its representative, and that he had never been in the Government service. As a result of this application he was offered employment in the Boston Navy Yard, where he remained until August 13, 1917, when he was discharged at his own request. It was not until some time afterwards that the discrepancies were discovered, and it was learned that Walter E. and Walter N. Keene were one and the same person. Other inconsistencies were discovered upon a careful perusal of the application. The matter was presented to the Department of Justice for prosecution, and was in turn submitted to the district attorney at Boston, with instructions to take proper action thereon.

Boston, case of William A. Riley.

Charge: False statements in applications.

Date of charge: April 23, 1918.

Result: In two applications filed by Riley, one for unskilled laborer and the other for packer, he gave the date of his birth as May 9, 1897. The minimum age limit for both positions is 20 years. According to Riley's statement he would have been eligible for appointment, but it was discovered that the correct date of his birth was May 9, 1898, and that he was consequently under the age limit. Riley's conduct indicated that the misstatement as to age in both applications was intentional, and the case was therefore presented to the Department of Justice for prosecution, and was in turn forwarded to the district attorney at Boston. No report as to the disposition of the case has been received.

MINNESOTA.

St. Paul, case of Charles F. Hayden.

Charge: Perjury.

Date of charge: August 1, 1917.

Result: In connection with his application for appointment to the position of assistant in marketing, Hayden submitted a thesis which he falsely swore was his own composition. It was discovered that this thesis was copied almost word for word from a bulletin issued by the Department of Agriculture. The case was therefore presented to the Department of Justice for prosecution, and was in turn forwarded to the district attorney at St. Paul. No report has been received of the outcome of the case.

NEW YORK.

Brooklyn, case of Florian H. Williams.

Charge: Offering a bribe.

Date of charge: October 2, 1917.

Result: On June 7, 1916, Williams competed in the subclerical examination, as a result of which he was temporarily appointed to the position of watchman in the Immigration Service. On August 23, 1917, he wrote a letter to the assistant commissioner of immigration at Ellis Island,

stating therein that he would be willing to give \$100 if the assistant commissioner could secure him a permanent position as watchman. In consequence of having written this letter, Williams was removed from the service, and the case was referred to the Department of Justice for prosecution. The case was forwarded by the Attorney General to the district attorney at Brooklyn, with the request that the matter be investigated, and that proper action be taken thereon. The report of the disposition of the case has not yet been received from the department.

New York, case of Isadore Doch.

Charge: Perjury.

Date of charge: September 10, 1917.

Result: On January 3, 1913, Doch filed an application for the immigrant-inspector examination, in which he competed on January 8, 1913, and as a result of which he received an appointment. On July 25, 1914, he was dismissed from the service. He filed another application in October, 1916, for a first-grade clerk examination, omitting all reference, however, to his having previously been employed in the Government service. He was given an appointment as a result of the second examination, but was later identified as the person who competed in the immigrant-inspector examination. The matter was therefore presented to the United States attorney at New York. On January 16, 1918, Doch pleaded guilty and was sentenced to pay a fine of \$1 and serve three months in jail.

PENNSYLVANIA.

Shickshinney, case of Herman L. Rothfuss.

Charge: False statements in applications.

Date of charge: November 27, 1917.

Result: Rothfuss was barred from examination because he himself executed the medical certificate and vouchers in his application for the examination for teacher, Philippine service, in which he competed on November 29 and 30, 1912. The case was at the time referred to the Department of Justice for prosecution, and, although a true bill was returned, the case was not pressed at the suggestion of the United States attorney. Rothfuss filed two applications since his debarment, one for the first-grade or clerical examination held in Harrisburg, Pa., on August 11, and one on February 21, 1918, for assistant chemist. In both he claimed that he had never been barred from examination. Several inconsistencies were discovered upon comparing the applications, and the case was therefore referred to the Department of Justice for prosecution, and was in turn forwarded to the district attorney at Scranton, Pa. No report of the disposition of the case has been received.

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918.

Kind of examination.	Examined.			Passed.			Passed during preceding year.			Appointed in departmental service.			Appointed in field service.		
	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.
FOR ENTRANCE.															
Educational tests.															
Accessory inspector.....	44		44	44		44							1		1
Accountant.....	1,679		1,679	1,661		1,661							44		44
Accounting and statistical clerk.....	178	10	188	82	10	92	18		18	40	2	42	1		1
Acting assistant surgeon.....		16	16	16		16									
Actuary.....	56	8	64	16	2	18				1		1			
Addressograph operator.....	44	66	110	44	66	110				3	23	26	3	2	5
Advanced apprentice draftsman.....															
Aeronautic draftsman.....	187	1	188	156	1	157	23	3	23	28	1	29	104		104
Aeronautical engineer.....	18		18	16		16	6		6				5		5
Aeronautical engineering draftsman.....							5		5	1		1			
Aeronautical mechanical draftsman.....	33		33	22		22	6		6						
Aeronautical mechanical engineer.....	258	64	322	255	64	319	9		9				70		70
Agriculturist.....	28		28	15		15				1		1	2		2
Agriculturist and field agent.....							10		10						
Aid, Bureau of Standards.....	18	1	19	11		11	7		7	6		6	8		8
Aid, qualified in chemistry.....							12		12	3		3	1		1
Aid, Coast and Geodetic Survey.....							33		33						
Aid, division of plants.....	5		5	5		5									
Aid in grain standardization.....							5		5	1		1			
Aid, Lighthouse Service.....							1		1						
Aid in paleobotany.....										2		2			
Aid qualified in radio work.....							1		1						
Analyst.....	8		8	2		2									
Anatomist.....	1	1	2	1	1	2									
Anesthetist.....	1		1	1		1									
Animal husbandman.....							17		17	4		4	4		4
Appicultural assistant.....							9		9						
Apprentice.....	177		177	155		155	75		75	7		7	80		80
Apprentice draftsman, lithographer.....	323		323	250		250	177		177	68		68	3		3
Apprentice draftsman and photographer.....							1		1						
Apprentice fish culturist.....	6		6												
Apprentice fish culturist.....	15		15	11		11	61		61				21		21
Apprentice machinist.....													12		12
Apprentice map engraver.....															
Apprentice molder.....	2		2	2		2	8		8	4		4	2		2
Apprentice, Ordnance Department.....							146		146						
Apprentice plate cleaner, transfer, and engraver.....	4		4	1		1	15		15	2		2			

Architectural assistant in forest products.	1,495	4	1,499	1,313	3	1,316	462	1	1	109	1	110	72	72
Architectural draftsman.	4	4	4	4			8	8		1		1	2	2
Architectural and structural steel draftsman.	4													
Artist draftsman.	4			3		3				1		1		
Assistant in agricultural economics.	29	4	29	9		3				1		1		
Assistant in agricultural education.	24	24	24	21		21				1		1		
Assistant agriculturist.														
Assistant agrologist.							2	2		2				
Assistant alloy chemist.							1	1		1				
Assistant analyst.														
Assistant analytical chemist and mineralogist.	4		4	1		1				1		1		1
Assistant in animal genetics.	5		5	1		1							2	2
Assistant in assay laboratory.										1		1		
Assistant assayer.	1		1							4		1		1
Assistant biochemist.	5		5	4		4				6		6		
Assistant biologist.	10		10	5		5				6		2		
Assistant to business manager.	460	38	498	460	38	498				43	4	47	15	16
Assistant Bureau of Fisheries.													5	5
Assistant chemical engineer.														
Assistant chemist.	4		265	224	2	2				1		1		
Assistant chemist qualified in the chemistry of steel.	285						298	298		2		2	84	84
Assistant chemist in forest products.	10		10	10			3	3		3			3	3
Assistant chemist and metallurgist.	97		97	5		5				10				
Assistant chief, Office of Markets and Rural Organization.	6		6	1		1								
Assistant clerk.	16	6	22	12	5	17	14	14		28			19	9
Assistant coal mining engineer.	4		4	3		3							1	1
Assistant constructing engineer.	78		79	37		37							2	2
Assistant in cotton classing.														
Assistant in cotton grading.														
Assistant in crop acclimatization.	8		8	5		5				8		8		
Assistant in crop physiology.	5		5	1		1				34		3	3	3
Assistant curator.	4		4	2		2				1		1	1	1
Assistant custodian.														
Assistant custodian, janitor.	22		22	17		17				3		12	5	5
Assistant dairy husbandman.	20		20	6		6				8		8	2	2
Assistant dairy manufacturing specialist.	86		86	72		72				2		2	3	3
Assistant in dietetics.		15	15		3	3				1		1		
Assistant in direct marketing.	10		10	10		10								
Assistant director for agricultural education.	8		8	7		7				3		3		
Assistant director, child labor division.	11		18	4	5	9				1		1		
Assistant director for commercial education.	1		1	1		1				1		1		
Assistant director for home economics education.														
Assistant director for trade and industrial education.	3		4	3		4				1		1		
Assistant director of traffic.	490		490	180		180				26		26		
Assistant in dry land agriculture.														
Assistant electrical engineer.	17		17	17		17				18			3	1
Assistant engineer in forest products.	29		29	25		25				3		3	2	9
Assistant engineer inspector of weights and measures.										2		2		
Assistant engineer, Reclamation Service.	17		17	14		14				10		10		
Assistant engineer of tests.	273		273	262		262				45				
Assistant engineer, water resources.	4		4	4		4							4	4
Assistant entomological inspector.	12		12	12		12								

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.		Passed.		Passed during preceding year.		Appointed in departmental service.		Appointed in field services.	
	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.
FOR ENTRANCE—Continued.										
Educational tests—Continued.										
Assistant epidemiologist.....	182	11	193	43	1	44	7	44	51	2
Assistant examiner, Patent Office.....										
Assistant in farm economics.....		3	3		3					
Assistant in fermentation mycology.....										
Assistant in fish investigations.....	5	7	12	3	5	8	1	1	2	2
Assistant in forest pathology.....										
Assistant forest ranger.....	47		47	47		47	3	3	13	13
Assistant gauge inspector.....	85		85	81		81				
Assistant in grain dust explosives.....	23		23	20		20	2	2	2	2
Assistant herdsman.....	8		8	3		3				
Assistant in home demonstration work.....								1	1	1
Assistant horticulturist.....	11		11	5		5				
Assistant irrigation engineer.....										
Assistant in incubation and brooding.....										
Assistant in office of information.....	10		10	4		4	6	6		1
Assistant inside superintendent of material.....	26		26	4		4	15	15	3	1
Assistant inside superintendent of new construction.....	1		1	1		1				
Assistant inspector of artillery wheels.....	22		22	22		22				
Assistant inspector of boilers.....										
Assistant inspector of cannon.....	430		430	430		430				
Assistant inspector of castings.....	49		49	46		46				
Assistant inspector, child labor division.....	55	117	172	7	40	47				
Assistant inspector of cleaning and preserving materials.....	74		74	74		74				
Assistant inspector of engineering material.....	497		497	307		307	51	51		2
Assistant inspector of field artillery ammunition steel.....	142		142	136		136			135	135
Assistant inspector of gun carriage forgings.....	7		7	7		7			30	30
Assistant inspector of gun carriage parts.....	8		8	8		8				
Assistant inspector of gun carriages.....	25		25	25		25				
Assistant inspector of gunfire control instruments.....	146		146	146		146				
Assistant inspector of hull construction, wood.....	280		280	174		174				
Assistant inspector of hull material.....	76		76	76		76	10	10		
Assistant inspector of leather.....	370		370	281		281				
Assistant inspector of leather equipment.....	607		607	596		596			50	50
Assistant inspector of material for small arms.....	31		31	31		31			8	8
Assistant inspector of ordnance material.....	685	2	687	685		687			84	84

[illegible]

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.		Passed.		Passed during preceding year.		Appointed in departmental service.		Appointed in field services.	
	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.
	Total.	Total.	Total.	Total.	Total.	Total.	Total.	Total.	Total.	Total.
FOR ENTRANCE—continued.										
<i>Educational tests—Continued.</i>										
Assistant sanitary chemist.....	1	1	1	1	1	1				3
Assistant sanitary engineer.....	18	18	18	18	25	25			3	3
Assistant shop superintendent.....	48	48	34	34	31	17			8	8
Assistant steam engineer.....	50	50	28	28	14	14	2	2	1	1
Assistant station operator.....	6	6	6	6	2	2	4	4		
Assistant superintendent box cartridge cases.....										2
Assistant superintendent of clothing factory.....					1	1				
Assistant superintendent small-arms ammunition.....					49	49	6	6	1	1
Assistant supervisor in grain inspection.....					5	5	2	7		
Assistant tariff translator.....	10	10	6	6					2	2
Assistant testing engineer.....										
Assistant in tobacco investigations.....										
Assistant in transportation.....	4	4	4	4	30	30	6	6	1	1
Assistant in visual agricultural instruction.....							3	3		
Assistant in warehouse investigations.....	3	3	3	3						
Assistant in white pine blister rust eradication.....					4	4				
Assistant in wool investigations.....	6	6	6	6	5	5	2	2		
Associate analytical chemist.....	3	3	2	2	4	4	3	3		
Associate chemist.....	7	7	7	7						
Associate physicist.....										
Associate statistician.....	1	1	1	1	2	2			1	1
Attendant.....										
Attorney, Interstate Commerce Commission.....	20	1	13	1	125	125	8	8		
Auditing clerk, radio.....							2	1	3	
Automatic scale expert.....	11	11	11	11					1	1
Automobile draftsman.....					16	16				
Automobile expert.....	66	66	66	66					21	21
Automobile inspector.....	8	8	8	8						
Automotive body designer.....	7	7	7	7						
Automotive draftsman.....	9	9	9	9						
Automotive engineer.....	105	105	100	8	65	65				
Aviation mechanic.....	11	11	10	8	12	12			27	27
Bacteriologic assistant.....	19	19	19	19						
Bacteriologic technician.....	220	220	220	9			27	2	29	12
Balance-of-stores clerk.....	15	15	15	15						
Ballistic inspector.....	13	13	13	13						
Band leader and instructor.....	20	20	18	18						

[illegible]

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.			Passed.			Passed during preceding year.			Appointed in departmental service.			Appointed in field services.		
	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.
FOR ENTRANCE—continued.															
Educational tests—Continued.															
Comptometer operator.....	3	1	4	1	1	2	5	5	5	9	1	1	1	1	1
Computer, Coast and Geodetic Survey.....	16		16	9		9	3		3						
Computer, Nautical Almanac Office and Naval Observatory.....	1		1	1		1	7		7						
Computing clerk.....	18	27	45	12	17	29							5	1	6
Constructing engineer.....	1		1	1		1							1		1
Constructing draftsman.....	8		8	8		8							1		1
Consulting chemist.....	1		1	1		1							1		1
Consulting explosives chemist.....							1		1						
Controller of stores balance.....	2		2	2		2				1		1			
Copyist, draftsman.....	168	22	190	53	5	58	289		289	24		24	65		65
Copyist, architectural draftsman.....													1		1
Copyist, electrical draftsman.....							13		13				1		1
Copyist, marine engine and boiler draftsman.....													2		2
Copyist, ordnance draftsman.....												1			1
Copyist, radio draftsman.....	14		14	14		14				1			3		3
Copyist, ship draftsman.....							20		20						
Copyist, structural steelwork draftsman.....							7		7						
Cost accounting supervisor.....	69	1	70	69	1	70							6		6
Cotton classifier's helper.....							21		21				10		10
Cotton entomologist.....															
Counsel.....	51	4	55	41	2	43									
Crop physiologist.....	1		1	1		1									
Cryptographer.....															
Dairy bacteriologist.....															
Dairy husbandman.....	38		38	22		22	14		14	2		2	3		3
Dairy manufacturing specialist.....	103		103	59		59	25		25	1		1	8		8
Deck officer.....	27		27	22		22							11		11
Dental interne.....							4		4						
Dentist.....							23		23				4		4
Deputy collector, inspector, and agent, antinarcotic act.....							170		170						
Deputy collector and inspector, qualified in Spanish.....	7		7	2		2									
Deputy shipping commissioner.....	18	12	30	11	6	17							1		1
Designing and constructing engineer.....	1		1	1		1									
Designing engineer.....	8		8	5		5	46		46	1		1	1		1
Designing mechanical engineer.....							11		11						
Dietitian.....		12	12	4	4	4								1	1

[illegible]

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.			Passed.			Passed during preceding year.			Appointed in departmental service.			Appointed in field services.		
	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.
FOR ENTRANCE—continued.															
<i>Educational tests—Continued.</i>															
Expert negotiator of advertising space.....	1		1	1		1									1
Expert in prevention of infant mortality.....	16	16	32	11	16	27									4
Expert radio aid.....	12		12	5		5	6		6	4			4		4
Expert structural aid.....															1
Expert in scientific and practical agriculture.....							8		8						1
Expert and special agent.....										4	2	6			1
Expert in textile products.....	23		23	23		23	10		10	1		1	1		1
Explosives chemist.....	1		1	1		1									1
Explosives engineer.....	2		2	2		2									1
Express rate clerk.....	405		405	405		405				2		2	44		44
Extension animal husbandman.....	148		148	102		102							30		30
Extension poultry husbandman.....	216		216	141		141							1		1
Extra observer.....													31		31
Farmer.....	108	3	108	49		49	1		1	2		2			1
Female skilled laborer.....					3	3									1
Field agent.....	73		73	15		15	9		9				2		2
Field aid in plant pathology.....							6		6	5		5	2		2
Field agent in marketing.....													1		1
Field assistant in forest pathology.....	2		2												
Field and laboratory aid in plant pathology.....	15	12	27	13	12	25	46		46						14
Field matron.....	23		23	21		21									2
Field matron, Indian service.....	1	21	22	1	18	19									1
Field station aid.....							13		13						14
Finger print classifier.....	105	11	116	105	11	116				31	8	39	2		2
Firman.....							3		3	1		1			1
First class steam engineer.....	43		43	27		27	4		4						
Fish culturist.....	11		11	1		1	20		20						
Flour expert.....										1		1			
Food and drug inspector.....	179	1	180	26		26	58		58				3		3
Foreman and instructor wood division.....							1		1						
Foreman assistant.....	34		34	14		14							8		8
Forest and field clerk.....	32	36	68	25	23	48	48	12	60				14	3	17
Forest pathologist.....	7		7	6		6				5		5			
Forest ranger.....	424		424	294		294	76		76				174		174
Foundry helper.....							2		2						
Freight car record clerk.....	605	11	606	605	11	606	57		57	55		55	84		84
Freight rate clerk.....							6		6						
Fruit crop specialist.....	11		11	4		4									

[illegible]

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.			Passed.			Passed during preceding year.			Appointed in departmental service.			Appointed in field services.		
	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.
FOR ENTRANCE—continued.															
Educational tests—Continued.															
Inspector of machinery and machine tools	30		30	30		30									
Inspector of material for small arms.	64		64	64		64							20		20
Inspector of motor transportation.	21		21	21		21							98		98
Inspector of ordnance equipment.	468		468	455		455							6		6
Inspector of powder and explosives.	41		41	34		34							26		26
Inspector of rubber.							11		11				2		2
Inspector of safety appliances.							82		82				2		2
Inspector of small arms.	277		277	225		225							6		6
Inspector of small-arms ammunition.	54		54	54		54							1		1
Inspector of stoves and ranges.	94		94	94		94							16		16
Inspector of tests.	7		7	7		7									
Inspector of textile fabrics.							64		64				427		427
Inspector of wagons and wagon material.							16		16				30		30
Inspector of wharves.	575	12	587	575	12	587							1		1
Inspector of wharves.							1		1				1		1
Instructor in ballooning.	31		31	31		31	14		14				24		24
Instructor in flying.	1		1	1		1									
Instructor in mechanical.							1		1						
Interpreter.	4		4	3		3	14		14				2		2
Investigator in accounting and office management.	137		137	118		118				10					
Investigator in agricultural insurance.	1		1	1		1									
Investigator in bulk grain handling.	43		43	22		22									
Investigator in cooperative marketing.							4		4				2		2
Investigator in cooperative organization.	42		42	11		11									
Investigator in cooperative purchasing.							5		5						
Investigator in cotton warehousing.										2					
Investigator in foreign marketing of agricultural products.	1		1	1		1									
Investigator in fruit transportation and storage.							4		4						
Investigator in grain-exchange practice.							5		5				1		1
Investigator in marketing.	26		26	21		21	21		21				19		19
Investigator in marketing cottonseed and its products.													4		4
Investigator in marketing fruits and vegetables.	17		17	16		16									
Investigator in marketing seeds.	186		186	175		175							1		1
Investigator in marketing poultry and egg handling.							5		5				24		24
Investigator in poultry and egg handling.							3		3				1		1
Investigator in tobacco warehousing.															
Investigator in warehousing.	80		80	3		3	19		19						
Investigator of warehousing.							3		3						

[illegible]

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.			Passed.			Passed during preceding year.			Appointed in departmental service.			Appointed in field service.		
	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.
FOR ENTRANCE—continued.															
Educational tests—Continued.															
Law clerk.	874	52	926	873	52	925				134	8	142	3		3
Law clerk, stenographer and typewriter.	52	18	70	28	10	38			215				220		220
Lay inspector.	465		465	154		154			2						
Leading draftsman.									3						
Librarian.	2	35	37	1	29	30			19			10		1	1
Library assistant.	32	32	64	30		30						3			
Lithotype machinist.	5		5	3		3									
Lithographer.															
Local agent.									2			2			
Machining-plant clerk.	10		10	10		10							1		1
Magazine attendant.	1		1	1		1			10				1		1
Manager of operations, kelp plant.	1		1	1		1							1		1
Manual training teacher.									3						
Map colorist.		17	17		5	5							1		1
Marine draftsman.	3		3	2		2			8						
Marine engine and boiler draftsman.	120		120	96		96			119			16	53		53
Marine inspector.	2		2	2		2									
Market assistant.	16	3	19	8	2	10									
Market information assistant.	2		2	2		2									
Market station assistant.									28			3	3		3
Master gauge expert.	37		37	29		29						6	1		1
Master mechanic.															
Master sheet metal worker.	16		16	16		16									
Matron.	26		26	16		16								37	37
Matron, immigration service.	2		2	2		2			224						
Matron, Indian service.	2		2	2		2									
Mechanical draftsman.															
Mechanical and electrical draftsman.	1,952	4	1,956	1,621	4	1,625			204			322	149	12	12
Mechanical and electrical engineer.	4		4	2		2			4				1		1
Mechanical engineer.															
Mechanical laboratorian.	702	1	703	66	1	67						1			
Mechanical laboratory assistant.	16		16	8		8			12			1	4		4
Medical interne.	4		4	2		2			6				1		1
Messenger boy and girl, departmental.	1,877	1,120	2,997	1,600	944	2,544			549			4			
Messenger boy and girl, field.	644	155	799	556	142	698			533			142	368	78	446
Metal-furniture draftsman.	15		15	15		15			17						
Metal mining engineer.															

Metallographist.....	12	12	4	4	4	4	3	1	1	1	1	2	2
Metallurgical chemist.....	55	55	55	55	55	55	55	55	55	55	55	55	55
Metallurgical engineer.....	84	84	25	25	25	25	25	25	25	25	25	25	25
Microanalyst.....	210	210	210	210	210	210	210	210	210	210	210	210	210
Military storekeeper.....	39	39	14	14	14	14	14	14	14	14	14	14	14
Milk specialist.....	23	23	23	23	23	23	23	23	23	23	23	23	23
Miner.....	23	23	23	23	23	23	23	23	23	23	23	23	23
Mineral examiner.....	18	18	13	13	13	13	13	13	13	13	13	13	13
Mineral technologist.....	313	1,067	250	588	1,380	1,108	111	118	229	1	1	94	378
Mining engineer.....	1	1	1	1	1	1	1	1	1	1	1	1	1
Minor clerk.....	1	1	1	1	1	1	1	1	1	1	1	1	1
Minor field clerk.....	1	1	1	1	1	1	1	1	1	1	1	1	1
Minor structural draftsman.....	1	1	1	1	1	1	1	1	1	1	1	1	1
Minor typewriter.....	40	177	28	110	138	64	115	179	1	1	1	33	141
Motor rural carrier.....	1,160	48	881	44	925	1,127	1,127	1,127	1	1	1	83	141
Motorcycle inspector.....	6	6	6	6	6	6	6	6	6	6	6	6	6
Mounted watchman.....	31	31	22	22	22	22	22	22	22	22	22	22	22
Multigraph operator.....	228	111	339	204	102	306	53	33	86	7	7	6	6
Multigraph and writer press operator.....	17	15	32	13	15	28	11	11	11	1	1	1	1
Munition loading plant clerk.....	3	3	3	3	3	3	3	3	3	3	3	3	3
Music teacher.....	1	1	1	1	1	1	1	1	1	1	1	1	1
Narcotic deputy collector, inspector, and agent.....	1	1	1	1	1	1	1	1	1	1	1	1	1
Natural gas engineer.....	20	20	16	16	16	16	16	16	16	16	16	16	16
Naturalization examiner.....	3	3	3	3	3	3	3	3	3	3	3	3	3
Nautical expert.....	20	20	16	16	16	16	16	16	16	16	16	16	16
Nematologist.....	3	3	3	3	3	3	3	3	3	3	3	3	3
Observer and meteorologist.....	8	52	6	41	47	14	39	53	1	1	1	1	1
Office helper.....	1	14	15	10	11	10	11	10	11	10	11	10	11
Office helper qualified as adding machine operator.....	1	1	1	1	1	1	1	1	1	1	1	1	1
Oil and gas inspector.....	2	2	2	2	2	2	2	2	2	2	2	2	2
Oil granger.....	33	33	24	128	131	136	252	388	10	18	18	18	18
Opener and packer.....	5	165	170	3	3	3	3	3	3	3	3	3	3
Operative.....	33	33	24	128	131	136	252	388	10	18	18	18	18
Ordinance draftsman.....	7	7	7	7	7	7	7	7	7	7	7	7	7
Ore dressing engineer.....	9	9	9	9	9	9	9	9	9	9	9	9	9
Organic and physical chemist.....	7	7	7	7	7	7	7	7	7	7	7	7	7
Organizer of storehouse arrangement control.....	7	7	7	7	7	7	7	7	7	7	7	7	7
Park watchman.....	20	20	16	16	16	16	16	16	16	16	16	16	16
Passenger rate clerk.....	170	1	169	1	170	30	30	30	30	19	19	56	1
Pathologist.....	170	1	1	1	1	1	1	1	1	1	1	1	1
Pathologic physiologist.....	1	1	1	1	1	1	1	1	1	1	1	1	1
Pathological adviser in cotton, truck, and forage crop.....	5	5	4	4	4	4	4	4	4	4	4	4	4
Pathological inspector.....	26	26	23	23	23	23	23	23	23	23	23	23	23
Pathologist.....	7	7	7	7	7	7	7	7	7	7	7	7	7
Petroleum accountant.....	1	1	1	1	1	1	1	1	1	1	1	1	1
Petroleum economist.....	1	1	1	1	1	1	1	1	1	1	1	1	1
Petroleum technologist.....	3	3	3	3	3	3	3	3	3	3	3	3	3
Pharmacist.....	4	4	4	4	4	4	4	4	4	4	4	4	4
Pharmacist and physician's assistant.....	1	1	1	1	1	1	1	1	1	1	1	1	1

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.			Passed.			Passed during preceding year.			Appointed in departmental service.			Appointed in field services.		
	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.
FOR ENTRANCE—continued.															
<i>Educational tests</i> —Continued.															
Pharmacological aid.....															
Philippine assistant.....															
Photochemist.....	2		2							1		1			
Photographer.....	144	14	158	14		14				5		5			
Photographic expert.....	16		16	16		16									
Physical laboratorian.....		3	3		3	3									
Physical laboratory helper.....	19		19	19		19				8		8	1		1
Physical metallurgist.....													1		1
Physician.....	189		189	187		187	80		80	33		33	56		56
Physicist.....	97		97	75		75							2		2
Physiologic chemist.....	2		2	2		2									
Physiologic and organic chemist.....	23		23	14		14									
Plant pathologist.....	12	2	14	12	2	14									
Plant physiologist.....							1		1						
Plant propagator.....	3		3	1		1				1		1			
Plant quarantine inspector.....	59		59							1		1			
Plate cutter and addressograph operator.....	13	57	70	9	46	55				2	4		27		27
Policeman.....	2		2	2		2							1		1
Postal clerk, Panama Canal service.....	21		21	18		18	32		32				12		12
Post-office clerk.....													55	33	88
Postmaster, fourth class, on examination.....	3,184	1,723	4,907	2,430	1,310	3,740	2,643	1,190	3,833				1,548	739	2,287
Postmaster, fourth class, on recommendation of inspectors.....													2,884	1,065	3,949
Poultry husbandman.....	4		4	1		1	13		13	1		1	1		1
Powder and explosives chemist.....	7		7	7		7									
Powder-plant clerk.....	4		4	4		4									
Powder-plant engineer.....	22		22	22		22							5		5
Power-plant operator.....	2		2										1		1
Preparator.....	9	22	31	17	22	39	6		6	1		1			
Press feeder.....	5	46	51	5	28	33	2	21	23	3	21	24			
Pressman.....	136		136	124		124	61		61	89		89	2		2
Printer.....	345	10	355	301	8	309	177	5	182	176		176	14		14
Process photographer.....	1		1	1		1									
Production clerk.....	222		222	222		222				5		5	6		6
Production expert.....	590		590	226		226							58		58
Proof reader.....	30	74	104	233	7	240				5	161	166	1		1
Property clerk.....															

Publicity expert.....	34	24	32	5	5	6	12	12
Radio draftsman.....	6	6	3	14	14	2	2	2
Radio engineer.....	14	14	10	18	18
Radio inspector.....	23	23	15	8,297	8,297
Radio laboratory assistant.....	2,913	2,914	1,869	1	10,433	2	2
Railway mail clerk.....	3	3
Real estate expert.....	34	34	17
Receiving and shipping superintendent.....	42	51	93	42	51	3	3
Registrar.....	20	13	12	4	16
Research assistant.....
Research clerk.....	151	151	148
Rodman and chairman.....	22,635	23,324	15,051	558	17,364	1	6,656	6,656
Rural carrier.....	3	2	3
Safety engineering draftsman.....	2	2	2
Safety engineer.....
Saltware superintendent.....	17	20	12	7	19
Sanitary bacteriologist.....	10	10	9
Sanitary engineer.....	3	3	3
School clerk.....	551	687	368	136	494	109	27	136
Schedule clerk.....	1	1	1
Scientific and administrative assistant.....
Scientific assistant.....	17	17	13	6	274	21
Scientific assistant, Bureau of Fisheries.....	123	216	69	42	111	71	12	83
Scientific assistant, Department of Agriculture.....	2	2	1
Scientific assistant in drug-plant investigations.....	38	38	21	2	2
Scientific assistant in fur industry.....	28	37	27	9	36
Scientific assistant in marketing.....
Scientific assistant in oceanography.....
Scientific assistant in public-health work.....	25	25	24
Scientific indexer.....	3	3	2
Scientific preparator.....
Scientist in soil survey.....	3	3	2
Seed warehouseman.....
Senior aid.....	3	1	1
Senior architect.....
Senior architectural draftsman.....	19	19	19
Senior civil engineer.....
Senior cost accountant.....	44	44	20
Senior dairy herdsmen.....	9	9	9
Senior expert electrical and mechanical aid.....
Senior high way bridge engineer.....
Senior high way engineer.....	169	169	107
Senior land appraiser.....	32	32	32
Senior mechanical engineer.....	14	14	14
Senior signal engineer.....	5	2	7
Senior statistical clerk.....
Senior structural engineer.....
Service clerk.....	1	1
Ship draftsman.....	1,131	1,148	719	17	736	15	188	168
Shipping clerk.....	65	65	36
Shipping commissioner.....	10	10	4
Shop apprentice.....	29	29	6

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.		Passed.		Passed during preceding year.	Appointed in departmental service.		Appointed in field services.				
	Male.	Female.	Male.	Female.		Total.	Male.	Female.	Total.	Male.	Female.	Total.
FOR ENTRANCE—continued.												
Educational tests—Continued.												
Skilled laborer.....	79	4,330	77	3,139	3,139	1	1,494	1,495	1		1	
Skilled laborer chauffeur.....						1		1				
Skilled laborer qualified as elevator machinist.....						5		5	1		1	
Soil physicist.....						2		2				
Special agent.....	2	2	2	2	2	11		11			3	3
Special agent to investigate advertising methods in South America.....						8		8	6		6	
Special agent for agricultural education.....	17		13		13				1		1	
Special agent in educational community organization.....	3		2		2				1		1	
Special agent for home economics education.....						3		3				
Special agent qualified as Latin-American trade expert.....												
Special agent and research assistant.....	11	101	1	41	42	11		11				
Special agent for trade or industrial education.....	7	1	6	1	7				13		13	
Special expert in bacteriology and epidemiology.....	5	6	5	5	10	5		5	1		6	
Special field agent in entomology.....	49	49	47		47							
Specialist in agricultural economics.....	3	3	3	3	6	2		2				
Specialist in agricultural education.....	3	3	3	3	6							
Specialist in apple-insect investigations.....	2	2	2	2	4							
Specialist in community organization.....	31	31	4		4				1		1	1
Specialist in cotton classing.....						30		30				
Specialist in cotton marketing and warehousing.....						6		6				
Specialist in dairy cattle breeding.....						5		5				
Specialist in food research.....									1		1	
Specialist in foreign educational systems.....	1	1	1	1	2							
Specialist in grain-exchange practice.....						7		7				
Specialist in grain standardization.....	9	9	7		7				1		1	
Specialist in marketing seeds.....						2		2				
Specialist in marketing wool.....						5		5				
Specialist in rural economies.....	3	3	1		1							
Specialist in rural school administration.....	4	4	3		3				1		1	
Specialist in school hygiene and sanitation.....	1	1	1		1							
Specification writer.....	38	38	38		38	5		5	2		2	
Statistical agent.....						18	58	76	7	61	68	
Statistical clerk.....	222	305	21	79	100				4		4	
Statistical draftsman.....	43	15	31	11	42							

[illegible]

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.			Passed.			Passed during preceding year.			Appointed in departmental service.			Appointed in field services.		
	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.
FOR ENTRANCE—Continued.															
<i>Educational tests—Continued.</i>															
Supervisor of production cost.	1		1	1		1							1		1
Supplemental register.	1,062	3,734	4,796	359	1,206	1,565	27		27				38		38
Surveyor.	158		158	27		27	21		21				1		1
Tabulating mechanic.															
Tariff clerk.	123	1	124	98	1	99	48		48	35		35	10		10
Tariff expert.										1		1			
Teacher.	24	82	106	14	57	71	20	52	72				23	63	86
Teacher of agriculture.	2		2	2		2	1		1						
Teacher of housekeeping.		1	1		1	1									
Teacher of metal working and mechanical drawing.															
Technical assistant.	1		1				4		4				1		1
Technical assistant in pharmacology.							3		3						
Technologist in sugar beet seed production.							18		18	6		6	72	5	77
Telegraph operator.															
Telegraph operator, wireless.															
Telegraph rate expert.	20		20	20		20									
Telegraph and telephone inspector.	189		189	157		157							8		8
Telephone operator, departmental.	15	630	645	12	554	566	9	140	149	12	128	140	28	142	170
Telephone operator, field.	64	280	344	34	183	217	28	91	119	16		16			16
Temporary copyist ship draftsman.							11		11						
Tent inspector.															
Tent assistant.	6		6	3		3									
Third-class engineer.	18		18	8		8									
Third-class steam engineer.	11		11	9		9	10		10				4		4
Timber cruiser.							32		32				10		10
Timber inspector.	37		37	37		37							1		1
Tobacco examiner.															
Tobacco examiner.	3		3	3		3									
Tobacco expert.	1		1	1		1	24		24				1		1
Topographer.							23		23						
Topographic aid.															
Topographic draftsman and copyist topographic draftsman.	263	132	495	76	26	102	38	11	49	21	20	41	19		19
Topographic an i subsurface draftsman.	180		180	74		74	21		21	1		1	14		14
Trade commissioner.							65		65				1		1
Trained nurse.	2	92	94	1	89	90	13	86	99	3		3	1	99	100
Translator.	2	6	8	2	6	8	4		4	3	6	9	2		2
Translator.	2		2	2		2	4		4						
Truck-crop specialist.	4		4	1		1	3		3						

Typewriter.....	6,180	16,796	22,976	3,559	11,061	14,620	1,647	1,152	2,799	2,136	5,662	7,828	1,799	3,771	5,570
Valuation analyst.....	12		2	2		2	81		81	1		1			
Vehicle engineer.....	17		17	17		17									
Veterinarian.....	453		453	218		218	181		181				203		203
Vineyard superintendent.....	1		1	1		1									
Wagon-train master.....	12		12	3		3									
Weight clerk.....	19		19	15		15	6		5		1		4		4
Welfare executive secretary.....															
Noncompetitive examinations for appointment under section 10 of Rule II and Executive order of Mar. 26, 1917.....															
Total.....	156,502	125,779	282,281	103,000	81,369	184,369	45,737	8,587	54,314	15,467	19,459	34,926	50,775	14,579	65,354
Noneducational tests.															
Addressograph mechanician.....	8		8	8											
Assistant custodian—jailor.....	22		22	17		17									
Assistant engineer.....	157		157	112		112							13		13
Assistant inspector of cloth equipment.....	84		84	9		9							1		1
Assistant inspector of motor-boat installations.....	99		99	99		99							8		8
Assistant inspector of motor vehicles.....	1		1										1		1
Assistant marine engineer.....	33		33	4		4									
Assistant steward.....	27		27	1		1									
Assistant superintendent of artillery ammunition.....	6		6	5		5							69		69
Assistant superintendent of small-arms ammunition.....	149		149	145		145	112		112				130		130
Assistant superintendent of labor.....	29		29	28		28	18		18				4		4
Auto mechanic.....	9		9	9		9							21		21
Auto mechanic's helper.....															
Auto painter.....							7		7						
Auto painter—body.....							5		5						
Automobile body builder.....							12		12						
Automobile driver.....							10		10						
Baker.....							13		13						
Bee handler.....	31		31	31		31	14		14				7		7
Blacksmith.....							8		8				1		1
Blacksmith and horse-shoer.....							2		2				1		1
Blacksmith and wheelwright.....															
Brick mason.....	9		9	9		9	17		17				3		3
Cabinetmaker.....	198		198	196		196	174		174				41		41
Carpenter.....	29		29	29		29									
Cement inspector.....	2		2	2		2									
Cement tester.....	290		290	287		287	674		674				1		1
Chauffeur.....	414	3	417	266	1	267			674	19		19	83	5	88
Checker.....							2		2				1		1
Chief distributor.....															
Chief engineer, Coast and Geodetic Survey.....															

¹ The inconsistency between number examined and number appointed is caused by difficulty of separating from other applicants in counting number examined, persons whose appointments had been authorized under the Executive order of Mar. 26, 1917, and who for convenience entered regular examinations.

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.			Passed.			Passed during preceding year.			Appointed in departmental service.			Appointed in field service.		
	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.
FOR ENTRANCE—continued.															
<i>Noneducational tests—Continued.</i>															
Chief marine engineer.....	6		6												
Chief mechanic.....							7		7						
Chief mechanician.....							1		1						
Chief packer.....	34	34	68	20		20				2		2			
Cook.....	17	32	49	17	32	49	23	53	76				8		8
Copper-plate map engraver.....	4		4	4		4	4		4				1		1
Deckhand.....	11		11	11		11	46		46				8		8
Deputyman.....													8		8
Die sinker.....	4		4	4		4									
Dynamo tender.....	7		7	7		7	12		12	1		1	3		3
Electrical machinist.....															
Electrician.....	64		64	64		64	2,961		2,961				1,738		1,738
Engineer Department at large.....	2,192	2	2,194	1,969	2	1,971									
Engineer, Indian Service.....	39		39	39		39							1		1
Engineer, kelp harvester.....										9		9			
Engraver—script, square letter, vignette.....	16		16	16		16									
Examiner of cloth.....	302		302	223		223							24		24
Examiner of clothing.....	376		376	376		376							134		134
Examiner of harness.....	50		50	43		43							5		5
Examiner of hats.....	106		106	91		91							16		16
Examiner of mailbags.....	166		166	115		115							30		30
Examiner of paulins.....	9		9	9		9							2		2
Examiner of pavilions.....	429		429	265		265							26		26
Examiner of shoes.....	63		63	59		59							10		10
Examiner of stoves and parts.....	3		3	3		3									
Examiner of textiles and mechanical appliances.....	62		62	62		62	68		68	24		24	257		257
Fireman.....													86		86
Folder of garments.....							7		7				2		2
Foreman brickmaker.....	12		12	3		3							1		1
Foreman of construction.....													1		1
Foreman, kelp harvester.....							17		17				35		35
Foreman laborer.....							1		1						
Foreman loftman.....							3		3				1		1
Foreman loftman.....	150		150	80		80									
Foreman machinist.....															
Foreman mechanic.....															
Foreman packer.....	67	160	227	60	110	170	73	121	194	73	18	91	46		46
Freeman's Hospital.....	51		51	43		43	37		37				32		32
Garageman.....	27		27	26		26	44		44	2		2	1		1
Gardener.....															

[illegible]

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.		Passed.		Passed during preceding year.		Appointed in departmental service.		Appointed in field services.	
	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.
FOR ENTRANCE—continued.										
<i>Noneducational tests—Continued.</i>										
Master and pilot.....									11	
Master plumber.....					3	3				
Master sheet metal worker.....					9	9				
Master shipfitter.....					4	4				
Master ship joiner.....					4	4			1	1
Master shipwright.....									1	1
Mate.....					2	2			38	38
Material clerk.....	18									
Material man.....	12		10							
Mechanic qualified as instrument maker.....	49		23		7	7	5		5	
Mechanic qualified to operate laundry machinery.....	3									
Mechanic qualified in shipbuilding trades.....					2	2			1	1
Mechanic.....									9	9
Mechanician.....					1	1	11		1	1
Mechanic's helper.....					9	9				
Military Academy.....										
Miller.....	4									
Miscellaneous, rated in civil-service districts.....	43,363	7,013	27,513	4,772	32,285	5,166			4	4
Mounted watchman.....					50	50				
Navy yard service.....	140,871	300	100,203	225	100,428	49,000			1	1
Negative cutter.....	4	1		1	5	5			3	3
Nurseryman.....	10		9						1	1
Order.....	4		4						3	3
Ordnance department at large.....	52,226	2,199	50,348	2,031	52,379	4,689	417	5,106	42,445	2,058
Ordnance foreman.....	3		3		3	3			1	1
Painter.....	62		62		62	62			1,049	7
Pilot.....					2	2	16		81	81
Pilot-engineer.....					3	3			2	2
Pipefitter.....	16		16						1	1
Plasterer.....	4		4							
Plate cleaner.....	121		121		121	121			3	3
Plate printer.....	137		137		137	137			19	19
Plumber.....	2		2		2	2			1	1
Plumber's assistant, bricklayer, and plasterer.....									7	7
Plumber's helper.....	15		15		13	13				
Post electrician.....	2		2		1	1				
Post plumber.....	16		16		15	15			1	1
Pressman on offset presses.....										

[illegible]

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.			Passed.			Passed during preceding year.			Appointed in departmental service.			Appointed in field services.		
	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.
FOR ENTRANCE—continued.															
<i>Noneducational tests—Continued.</i>															
Warehouseman.....	10		10	2		2	1		1				3		3
Weighter.....	8		8	1		1									
Wireman.....	34		34	34		34	30		30	8		8	6		6
Wool expert.....													1		1
X-ray machinist.....	9		9	4		4									
Yardmaster.....				8		8							4		4
Total noneducational.....	256, 096	11, 686	267, 782	194, 131	8, 653	202, 784	66, 332	908	67, 240	538	170	708	108, 204	3, 211	111, 505
Total for entrance.....	412, 598	137, 465	550, 063	297, 131	90, 022	387, 153	112, 059	9, 495	121, 554	160, 05	19, 629	35, 634	159, 069	17, 790	176, 859
FOR TRANSFER, PROMOTION, OR REINSTATEMENT.															
<i>Educational tests.</i>															
Accountant.....	3		3	3		3	2		2				2		2
Accountant and bookkeeper.....	1		1	1		1				1		1			
Addressograph mechanic.....															
Advisory architect.....	1		1	1		1							1		1
Aeronautical draftsman.....							1		1	1		1			
Aeronautical engineer.....							1		1						
Agricultural inspector.....							1		1	1		1			
Agriculturist.....	1		1	1		1									
Agriculturist in farm tenure.....							1		1						
Aid, Division of Insects.....							1		1						
Analyst.....	1		1												
Apprentice.....							1		1						
Architectural draftsman.....	1		1	1		1	3		3	1		1	1		1
Army field clerk.....															
Assistant agronomist.....							1		1						
Assistant in animal genetics.....							1		1						
Assistant attorney.....															
Assistant botanist.....															
Assistant, Bureau of Fisheries.....	1		1	1		1				1		1			
Assistant in chemistry of bituminous materials.....	1		1	1		1				1		1			
Assistant claim examiner.....							1		1						
Assistant clerk.....	2		2	2		2				1		1	1		1
Assistant in cooperative State marketing.....															
Assistant in cotton grading.....										1		1			

[illegible]

Electrical draftsman.....	3	5	8	3	4	2	3	2	2	3	1	1
Electrician.....	10	12	4	1	4	6	1	1	1	1	1	1
Elevator conductor.....	1	1	1	1	1	1	1	1	1	1	1	1
Emergency demonstration agent.....	1	1	1	1	1	1	1	1	1	1	1	1
Engineer.....	1	1	1	1	1	1	1	1	1	1	1	1
Engineer—draftsman.....	1	1	1	1	1	1	1	1	1	1	1	1
Engineereconomist.....	1	1	1	1	1	1	1	1	1	1	1	1
Entomologist in charge.....	1	1	1	1	1	1	1	1	1	1	1	1
Estate tax agent.....	1	1	1	1	1	1	1	1	1	1	1	1
Estate tax inspector.....	1	1	1	1	1	1	1	1	1	1	1	1
Estimator.....	3	3	3	3	3	3	3	3	3	3	3	3
Examiner.....	1	1	1	1	1	1	1	1	1	1	1	1
Examiner of accounts.....	1	1	1	1	1	1	1	1	1	1	1	1
Examiner of inheritance.....	1	1	1	1	1	1	1	1	1	1	1	1
Expert aid.....	1	1	1	1	1	1	1	1	1	1	1	1
Expert aid, electrical.....	1	1	1	1	1	1	1	1	1	1	1	1
Expert in commerce and finance.....	1	1	1	1	1	1	1	1	1	1	1	1
Expert cost accountant.....	1	1	1	1	1	1	1	1	1	1	1	1
Expert mechanician.....	1	1	1	1	1	1	1	1	1	1	1	1
Expert radio aid.....	1	1	1	1	1	1	1	1	1	1	1	1
Farmer.....	1	1	1	1	1	1	1	1	1	1	1	1
Field clerk.....	1	1	1	1	1	1	1	1	1	1	1	1
Field income tax inspector.....	1	1	1	1	1	1	1	1	1	1	1	1
Field matron.....	1	1	1	1	1	1	1	1	1	1	1	1
First assistant engineer.....	8	8	8	8	8	8	8	8	8	8	8	8
First class steam engineer.....	9	9	9	9	9	9	9	9	9	9	9	9
Fish culturist.....	1	1	1	1	1	1	1	1	1	1	1	1
Food and drug inspector.....	1	1	1	1	1	1	1	1	1	1	1	1
Food inspector.....	1	1	1	1	1	1	1	1	1	1	1	1
Forest assistant.....	1	1	1	1	1	1	1	1	1	1	1	1
Forest and field clerk.....	1	1	1	1	1	1	1	1	1	1	1	1
Forest inspector.....	1	1	1	1	1	1	1	1	1	1	1	1
Forest pathologist.....	1	1	1	1	1	1	1	1	1	1	1	1
Forest planting assistant.....	1	1	1	1	1	1	1	1	1	1	1	1
Forest ranger.....	1	1	1	1	1	1	1	1	1	1	1	1
Freight rate clerk.....	2	2	2	2	2	2	2	2	2	2	2	2
General deputy collector.....	3	3	3	3	3	3	3	3	3	3	3	3
Grading assistant.....	3	3	3	3	3	3	3	3	3	3	3	3
Guard.....	3	3	3	3	3	3	3	3	3	3	3	3
Head of statistical division.....	1	1	1	1	1	1	1	1	1	1	1	1
Hydraulic engineer.....	1	1	1	1	1	1	1	1	1	1	1	1
Hydrographic surveyor.....	1	1	1	1	1	1	1	1	1	1	1	1
Immigrant inspector.....	21	21	21	21	21	21	21	21	21	21	21	21
Income tax agent.....	44	44	44	44	44	44	44	44	44	44	44	44
Income tax deputy collector, inspector and agent.....	11	11	11	11	11	11	11	11	11	11	11	11
Income tax inspector.....	11	11	11	11	11	11	11	11	11	11	11	11
Insect deleiner.....	1	1	1	1	1	1	1	1	1	1	1	1
Inspector.....	1	1	1	1	1	1	1	1	1	1	1	1
Inspector of aeroplanes.....	1	1	1	1	1	1	1	1	1	1	1	1
Inspector of artillery ammunition.....	1	1	1	1	1	1	1	1	1	1	1	1
Inspector of coal.....	1	1	1	1	1	1	1	1	1	1	1	1
Inspector of construction.....	1	1	1	1	1	1	1	1	1	1	1	1

TABLE 1.—*Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.*

Kind of examination.	Examined.			Passed.			Passed during preceding year.			Appointed in departmental service.			Appointed in field services.		
	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.
FOR TRANSFER, PROMOTION, OR REINSTATEMENT—continued.															
<i>Educational tests—Continued.</i>															
Inspector of forage.....	1		1	1		1									
Inspector of grazing.....	2		2	2		2							1		1
Inspector of harness.....															
Inspector, marketing fruit and vegetables.....	1		1	1		1				1		1			
Inspector of mechanical and electrical engineering.....	1		1	1		1									
Inspector of miscellaneous supplies.....	1		1	1		1							1		1
Inspector of motive power, senior.....	1		1	1		1							1		1
Inspector, Quartermaster Corps.....	1		1	1		1									
Inspector of small tools.....	1		1	1		1									
Inspector of supplies.....	1		1	1		1									
Inspector of textiles.....	1		1	1		1									
Instructor in flying.....	1		1	1		1									
Instructor in fiving.....	1		1	1		1									
Instrument maker.....	1		1	1		1									
Instrument man.....	3		3	3		3							1		1
Internal revenue agent.....															
Investigator.....															
Investigator in city marketing.....	1		1	1		1									
Investigator in cooperative marketing.....										1		1			
Investigator of labor-saving devices.....															
Investigator in rural organization.....															
Janitor.....	1		1	1		1									
Junior analytical chemist.....													2		2
Junior civil engineer.....	5		5	5		5				4		4	13		13
Junior engineer, Reclamation Service.....	1		1	1		1				7		7	2		2
Junior explosions engineer.....															
Junior highway engineer.....										1		1			
Junior land appraiser.....										2		2			
Junior land physical chemist.....	1		1	1		1							1		1
Junior physical chemist.....	1		1	1		1									
Laboratory aid.....															
Laboratory aid and engineer.....	1		1	1		1							1		1
Laboratory aid in horticulture.....															
Laboratory assistant.....															
Laboratory helper.....	1		1	1		1									
Land classifier.....	1		1	1		1									
Land law clerk.....															
Landscape gardener.....															
Law assistant.....															

Low clerk.....	12	12	12	12	12	12	12	10	10	7	7	1	1	1	2
Low clerk and assistant to solicitor.....	1	1	1	1	1	1	1	2	2	2	2	1	1	1	2
Low clerk qualified in stenography and typewriting.....								1	1	1	1	1	1	1	
Law and contract clerk.....								5	5	3	3	1	1	1	
Law examiner.....	3	2	3	3	2	2	2	1	1	1	1	185	185	185	
Law officer.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Legal adviser.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Librarian.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Linotype machinist.....	2	2	2	2	2	2	2	3	3	2	2	1	1	1	
Logging engineer.....	2	1	1	1	1	1	1	7	7	1	1	1	1	1	
Lumberman.....	2	2	2	2	2	2	2	1	1	1	1	1	1	1	
Mail-bag inspector.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Marine draftsman.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Marine electrical draftsman.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Marine engine and boiler draftsman.....	4	4	4	4	4	4	4	3	3	3	3	1	1	1	
Mark et assistant.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Marine superintendent.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Master mechanic.....															
Matron.....	2	2	2	2	2	2	2	2	2	2	2	1	1	1	
Mechanical assistant.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Mechanical draftsman.....	3	3	3	3	3	3	3	2	2	2	2	1	1	1	
Mechanical engineer.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Mechanician.....								1	1	1	1	1	1	1	
Metallurgical engineer.....								0	0	0	0	1	1	1	
Military park police.....								1	1	1	1	1	1	1	
Military storekeeper.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Mine draftsman.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Mineral examiner.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Miner engineer.....	2	2	2	2	2	2	2	1	1	1	1	2	2	2	
Minor clerk.....	89	26	115	50	19	60	60	106	17	13	36	8	8	8	
Minor or copyist draftsman.....								1	1	1	1	1	1	1	
Minor draftsman.....								1	1	1	1	1	1	1	
Monotype machinist.....															
Motor rural carrier.....	17	17	17	9	9	9	9	1	1	1	1	1	1	1	
Multigraph operator.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
National forest examiner.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
National forest inspector.....															
Naturalization examiner.....															
Nautical expert.....								8	8	8	8	1	1	1	
Open purchase clerk.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Operator and packer.....															
Ordinance draftsman.....	2	2	2	2	2	2	2	2	2	2	2	1	1	1	
Passenger rate clerk.....															
Petroleum analyst.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Petroleum technologist.....															
Pharmacognosist.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Photographic printer.....															
Physical oceanographer.....															
Physician.....															
Pulse cutter and addressograph operator.....															
Post-office inspector.....	74	74	74	61	61	61	61	32	32	2	2	41	41	41	
Postal clerk.....								9	9	9	9	9	9	9	

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.		Passed.		Passed during preceding year.			Appointed in departmental service.			Appointed in field services.		
	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	
FOR TRANSFER, PROMOTION, OR REINSTATEMENT—continued. Educational tests—Continue 1.													
	5		5	4		4				4		4	
	1		1	1		1							
	1		1	1		1				1		1	
	14		14										
	1		1										
	3		3	3		3				1		1	
	13		13	7		7	10						
	12		12	2		2							
	2		2	2		2				1		1	
	2		2	2		2							
	6		6	8		8				6		6	
	1		1	1		1				1		1	
	7		7	2		2							
							</						

[illegible]

TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.		Passed.		Passed during preceding year.		Appointed in departmental service.		Appointed in field services.	
	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.
FOR TRANSFER, PROMOTION, OR REINSTATEMENT—continued.										
<i>Noneducational tests.</i>										
Assistant foreman.....	1		1		1					
Assistant melter.....					1					
Assistant plumber.....	1		1				1			
Assistant in road management.....	1		1					1		
Blacksmith.....	1		1				1		1	
Blue-print operator.....	4		4							
Carpenter.....					2		2			
Chemist tester.....	1		1				3			
Chaudron.....	1		1		3		3			
Chief blacksmith.....										
Chief engineer.....	1		1		1					
Cook.....									1	
Customs guard.....	1		1							
Cutter.....					1		1			
Deck hand.....					1		1			
Elevator conductor-laborer.....	1		1							
Engine tender in charge.....					2					
Engineer-foreman.....					1				1	
Engineer-janitor.....	1		1				1			
Engineer, second class.....										
Engineer, third class.....									4	
Farmer.....	2		2							
Fireman.....	1		1				10		1	
Fireman-blacksmith.....					1					
Fireman-laborer.....	2		2		27					
Fireman and steamfitter.....					1					
Foreman of delivery.....	1		1						1	
Foreman of laborers.....	2		2						1	
Foreman of laundry.....										
Foreman of mechanics.....	1		1						1	
Foreman of wharf bulldozers.....					1					
Forewoman.....		2		2					2	
Garage foreman.....	1		1				1			
Gardner.....	1		1						1	
Gauge tender.....										1

General foreman.....	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
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TABLE 1.—Examinations held, number of persons examined, number that passed, and number appointed during the year ended June 30, 1918—Continued.

Kind of examination.	Examined.		Passed		Passed during preceding year.		Appointed in departmental service.		Appointed in field services.	
	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.
FOR TRANSFER, PROMOTION, OR REINSTATEMENT—continued.										
Unclassified.										
Philippine service:										
Agricultural inspector	16		13		4					
Assistant	16		13		43					
Botanist	6		2		1					
Botanist	6		2							
Civil engineer	6		6							
Construction engineer	6		6							
Fiber inspector	1		1							
Forest assistant	2		1							
Forest assistant	2		1							
Inorganic chemist										
Lumber inspector										
Mechanical and electrical engineer	4		4		30					
Sanitary engineer	2		2		8					
Organic chemist										
Veterinarian					14					
Teacher	88	275	79	271	66	60			8	53
Total	141	275	122	271	166	60			8	53
Unskilled laborer:										
At Washington, D. C.	3,236	1,896	2,719	1,892	689	1,159	1,408	1,355		
Outside Washington, D. C.	51,702	523	37,451	444	15,217	546	15,763		25,565	315
Total	54,938	2,418	57,356	40,170	15,906	1,705	17,611	1,408	25,565	315
For designation to Military and Naval Academies										
For entrance to Naval Academy										
Consular Service										
Diplomatic Service										
District of Columbia (policeman)										
Commercial attaché										
Commercial agent										
Special agent										
Postmaster (first, second, and third classes)										
Total for unclassified positions.										
Aggregate										

TABLE 2.—*Apportionment of appointments in the departmental service at Washington, D. C., from July 16, 1883, to September 30, 1918, with special reference to war-time appointments.*

State or Territory.	In service on Apr. 25, 1917.	Appointed since Apr. 25, 1917.	Separated since Apr. 25, 1917.	In service on Sept. 30, 1918.
Porto Rico.....	27	16	9	34
Alaska.....	2	2	1	3
Hawaii.....	10	3	2	11
New Mexico.....	30	37	9	58
Arkansas.....	142	176	56	262
Oklahoma.....	130	249	68	311
Texas.....	369	706	197	878
South Carolina.....	194	208	77	325
Louisiana.....	182	309	80	391
Georgia.....	306	465	149	622
Arizona.....	25	36	8	53
Wyoming.....	21	22	7	36
North Carolina.....	271	398	112	557
Alabama.....	207	485	105	587
South Dakota.....	64	138	27	175
Mississippi.....	197	423	91	529
Montana.....	55	101	40	116
North Dakota.....	56	174	35	195
Tennessee.....	258	596	161	693
West Virginia.....	188	290	85	393
Wisconsin.....	259	657	147	769
Nevada.....	12	18	3	27
California.....	262	720	109	813
Kentucky.....	275	640	120	795
Utah.....	57	130	61	126
Delaware.....	39	51	22	68
New Jersey.....	351	754	205	900
Connecticut.....	168	356	110	414
Washington.....	138	389	102	425
Illinois.....	684	1,929	394	2,217
Oregon.....	95	240	66	269
Missouri.....	411	1,177	245	1,343
Michigan.....	324	1,031	193	1,162
Idaho.....	45	125	39	131
Ohio.....	662	1,615	340	1,937
Pennsylvania.....	1,128	2,789	638	3,279
Florida.....	99	320	55	364
Nebraska.....	157	444	93	508
Minnesota.....	251	867	156	962
New Hampshire.....	69	174	40	203
Maine.....	110	324	66	368
New York.....	1,364	4,219	1,115	4,468
Colorado.....	125	371	80	416
Rhode Island.....	93	245	73	265
Kansas.....	241	811	141	911
Iowa.....	302	1,115	169	1,248
Indiana.....	354	1,475	198	1,631
Vermont.....	64	188	41	211
Massachusetts.....	624	2,239	548	2,315
Virginia.....	477	1,312	256	1,533
Maryland.....	489	1,332	281	1,540
District of Columbia.....	1,294	5,208	977	5,525
Total.....	13,737	38,019	8,438	43,318

TABLE 3.—Showing, for all branches of the classified service, the number examined, the number that passed, the per cent that passed, the number appointed, the per cent appointed of those that passed, and the approximate number of competitive classified positions in the service during the several periods covered by the reports of the commission.

Branch of service and period covered.	Approximate number of classified competitive positions.	Examined.	Passed.	Per cent that passed.	Appointed.	Per cent appointed of those that passed.
POST-OFFICE SERVICE.¹						
July 16, 1883, to Jan. 15, 1884.....	5,600	1,941	1,119	57.7	372	33.2
Jan. 16, 1884, to Jan. 15, 1885.....	7,500	3,263	2,262	70.0	1,249	55.2
Jan. 16, 1885, to Jan. 15, 1886.....	9,000	4,113	2,953	71.8	1,473	49.9
Jan. 16, 1886, to June 30, 1887.....	10,500	7,467	5,222	69.9	3,254	62.3
July 1, 1887, to June 30, 1888.....	11,767	6,103	3,632	59.5	1,924	53.0
July 1, 1888, to June 30, 1889.....	12,966	10,702	6,615	61.8	2,938	44.4
July 1, 1889, to June 30, 1890.....	13,067	11,193	6,904	61.7	2,850	41.2
July 1, 1890, to June 30, 1891.....	14,909	9,538	5,640	68.4	2,861	48.9
July 1, 1891, to June 30, 1892.....	17,500	9,162	5,551	60.6	2,113	38.2
July 1, 1892, to June 30, 1893.....	23,058	15,875	8,474	53.3	2,505	29.6
July 1, 1893, to June 30, 1894.....	24,000	25,777	14,343	55.7	3,154	19.7
July 1, 1894, to June 30, 1895.....	25,000	19,438	12,802	65.9	3,348	26.2
July 1, 1895, to June 30, 1896.....	26,316	14,433	10,574	71.9	3,148	30.3
July 1, 1896, to June 30, 1897.....	28,000	20,226	10,934	54.1	1,570	14.4
July 1, 1897, to June 30, 1898.....	31,000	14,891	9,161	61.5	2,758	30.1
July 1, 1898, to June 30, 1899.....	35,650	10,509	6,582	65.2	2,584	37.7
July 1, 1899, to June 30, 1900.....	37,000	16,584	11,447	69.0	3,931	34.3
July 1, 1900, to June 30, 1901.....	40,000	20,901	12,749	61.0	4,293	33.6
July 1, 1901, to June 30, 1902.....	40,114	30,605	15,588	61.6	6,326	33.5
July 1, 1902, to June 30, 1903.....	59,015	46,565	35,220	75.6	16,159	45.8
July 1, 1903, to June 30, 1904.....	74,098	52,771	38,961	75.7	21,022	52.6
July 1, 1904, to June 30, 1905.....	81,596	52,550	41,678	79.9	16,297	38.8
July 1, 1905, to June 30, 1906.....	89,202	48,302	37,018	78.5	17,121	45.1
July 1, 1906, to June 30, 1907.....	95,926	51,025	37,771	74.0	16,456	43.5
July 1, 1907, to June 30, 1908.....	102,127	52,363	37,550	72.3	12,169	32.2
July 1, 1908, to June 30, 1909.....	122,711	57,568	45,468	79.0	11,441	25.2
July 1, 1909, to June 30, 1910.....	126,131	37,253	30,170	81.0	11,812	39.2
July 1, 1910, to June 30, 1911.....	127,228	42,750	34,149	79.9	9,328	27.3
July 1, 1911, to June 30, 1912.....	115,905	40,256	26,133	64.9	8,706	33.3
July 1, 1912, to June 30, 1913.....	161,846	59,181	39,810	67.3	14,905	37.4
July 1, 1913, to June 30, 1914.....	165,646	103,678	76,257	73.6	10,606	25.7
July 1, 1914, to June 30, 1915.....	165,808	70,734	52,586	74.3	13,682	26.0
July 1, 1915, to June 30, 1916.....	166,375	72,122	55,614	77.1	17,729	32.0
July 1, 1916, to June 30, 1917.....	51,527	38,647	75.0	10,569	50.6
July 1, 1917, to June 30, 1918.....	56,268	41,309	73.4	29,572	71.5
Total.....	1,146,604	826,933	72.1	308,227	37.2
RAILWAY MAIL SERVICE.						
May 1, 1889, to June 30, 1889.....	5,448	2,236	1,802	80.6	126	6.9
July 1, 1889, to June 30, 1890.....	5,836	4,463	3,129	70.2	1,400	44.7
July 1, 1890, to June 30, 1891.....	6,032	3,706	2,588	69.8	1,062	41.0
July 1, 1891, to June 30, 1892.....	6,417	4,597	2,949	64.2	1,199	40.6
July 1, 1892, to June 30, 1893.....	6,645	3,555	2,316	65.2	993	42.9
July 1, 1893, to June 30, 1894.....	6,852	4,267	3,120	73.3	718	28.0
July 1, 1894, to June 30, 1895.....	7,045	4,641	3,107	67.0	643	20.7
July 1, 1895, to June 30, 1896.....	7,408	5,113	3,127	61.2	655	21.9
July 1, 1896, to June 30, 1897.....	7,573	6,431	4,710	73.2	381	8.1
July 1, 1897, to June 30, 1898.....	7,999	4,799	3,828	79.8	698	18.2
July 1, 1898, to June 30, 1899.....	8,388	5,220	4,319	82.7	774	17.9
July 1, 1899, to June 30, 1900.....	8,696	4,488	3,844	85.7	736	19.1
July 1, 1900, to June 30, 1901.....	8,975	4,359	3,593	82.4	816	22.7
July 1, 1901, to June 30, 1902.....	9,000	3,777	258	68.4	1,017	(²)
July 1, 1902, to June 30, 1903.....	10,355	3,441	2,686	78.1	1,784	66.4
July 1, 1903, to June 30, 1904.....	11,301	6,388	4,115	64.4	1,678	40.7
July 1, 1904, to June 30, 1905.....	12,171	6,972	4,218	60.5	1,558	36.9
July 1, 1905, to June 30, 1906.....	13,456	6,620	4,481	67.7	2,173	48.4
July 1, 1906, to June 30, 1907.....	14,212	6,566	4,085	62.2	2,651	50.2
July 1, 1907, to June 30, 1908.....	15,230	9,674	5,999	62.0	1,607	26.8
July 1, 1908, to June 30, 1909.....	15,967	15,724	11,336	72.1	1,392	12.3
July 1, 1909, to June 30, 1910.....	16,956	52	39	75.0	2,271	(²)
July 1, 1910, to June 30, 1911.....	17,428	8,972	6,760	75.3	1,982	29.3
July 1, 1911, to June 30, 1912.....	18,297	11,273	3,036	26.9	770	25.4
July 1, 1912, to June 30, 1913.....	19,620	18,340	9,616	52.4	1,270	13.2
July 1, 1913, to June 30, 1914.....	22,679	27,664	19,665	71.1	2,941	15.0
July 1, 1914, to June 30, 1915.....	21,769	33	17	51.5	146
July 1, 1915, to June 30, 1916.....	20,989	1	1	100.0	28
July 1, 1916, to June 30, 1917.....	13,997	10,443	74.6	43
July 1, 1917, to June 30, 1918.....	2,927	1,867	63.8	8,297
Total.....	196,896	131,054	66.6	41,208	31.4

¹ Includes clerks and carriers at classified post offices, rural carriers, and fourth-class postmasters.² On account of the abundance of eligibles remaining from the previous year, but few examinations were held; percentage upon the basis of these figures would therefore be deceptive.

TABLE 3.—Showing, for all branches of the classified service, the number examined, the number that passed, the per cent that passed, the number appointed, the per cent appointed of those that passed, and the approximate number of competitive classified positions in the service during the several periods covered by the reports of the commission—Contd.

Branch of service and period covered.	Approximate number of classified competitive positions.	Examined.	Passed.	Per cent that passed.	Appointed.	Per cent appointed of those that passed.
ALL OTHER SERVICES.						
July 16, 1883, to Jan. 15, 1884.....	8,090	1,601	925	57.7	117	12.6
Jan. 16, 1884, to Jan. 15, 1885.....	8,090	3,114	1,879	60.3	551	29.3
Jan. 16, 1885, to Jan. 15, 1886.....	8,273	3,489	2,081	59.6	408	19.6
Jan. 16, 1886, to June 30, 1887.....	8,773	8,385	5,524	65.9	1,033	18.7
July 1, 1887, to June 30, 1888.....	8,870	5,178	3,226	62.5	495	12.2
July 1, 1888, to June 30, 1889.....	11,012	6,122	3,561	58.2	623	19.2
July 1, 1889, to June 30, 1890.....	11,693	7,338	3,914	53.3	762	19.5
July 1, 1890, to June 30, 1891.....	11,808	6,830	4,358	63.8	877	20.1
July 1, 1891, to June 30, 1892.....	13,606	5,701	3,660	64.2	1,323	36.1
July 1, 1892, to June 30, 1893.....	13,724	5,408	3,218	59.5	906	28.1
July 1, 1893, to June 30, 1894.....	14,413	7,335	4,648	63.6	811	17.4
July 1, 1894, to June 30, 1895.....	15,100	6,957	3,902	56.1	779	19.9
July 1, 1895, to June 30, 1896.....	21,390	11,633	7,213	62.0	1,073	14.9
July 1, 1896, to June 30, 1897.....	53,703	23,914	13,830	57.8	898	6.5
July 1, 1897, to June 30, 1898.....	50,307	26,022	17,611	67.7	1,460	8.3
July 1, 1898, to June 30, 1899.....	49,106	33,435	25,141	75.2	4,508	17.9
July 1, 1899, to June 30, 1900.....	49,197	25,530	19,674	77.1	6,032	30.7
July 1, 1900, to June 30, 1901.....	49,246	22,833	17,179	75.2	5,430	31.6
July 1, 1901, to June 30, 1902.....	57,451	29,576	21,393	72.3	5,239	24.4
July 1, 1902, to June 30, 1903.....	58,176	59,823	50,077	83.7	6,028	12.0
July 1, 1903, to June 30, 1904.....	66,698	68,687	56,002	81.5	22,309	39.7
July 1, 1904, to June 30, 1905.....	72,228	83,531	65,545	78.5	26,219	39.6
July 1, 1905, to June 30, 1906.....	78,254	62,355	48,946	78.5	21,224	43.4
July 1, 1906, to June 30, 1907.....	83,192	71,726	52,064	72.6	20,101	38.6
July 1, 1907, to June 30, 1908.....	84,401	99,756	76,911	77.1	24,835	32.3
July 1, 1908, to June 30, 1909.....	89,918	85,192	66,645	78.2	28,166	42.0
July 1, 1909, to June 30, 1910.....	96,471	78,339	57,560	73.5	28,111	48.8
July 1, 1910, to June 30, 1911.....	122,818	53,302	29,250	54.9	38,107	130.3
July 1, 1911, to June 30, 1912.....	82,904	54,549	30,062	55.1	11,113	36.9
July 1, 1912, to June 30, 1913.....	100,670	64,384	44,624	69.8	19,106	42.5
July 1, 1913, to June 30, 1914.....	103,577	84,245	51,604	61.3	19,225	37.2
July 1, 1914, to June 30, 1915.....	103,841	97,028	62,029	63.9	22,799	36.7
July 1, 1915, to June 30, 1916.....	108,783	82,599	58,177	70.4	24,383	41.9
July 1, 1916, to June 30, 1917.....	146,560	73,180	49.9	61,642	84.2
July 1, 1917, to June 30, 1918.....	492,196	344,787	70.1	175,061	50.9
Total.....	1,924,703	1,330,760	69.1	582,414	43.8
SUMMARY.						
July 16, 1883, to Jan. 15, 1884.....	13,780	3,542	2,044	57.7	489	23.9
Jan. 16, 1884, to Jan. 15, 1885.....	15,590	6,347	4,141	65.2	1,800	43.5
Jan. 16, 1885, to Jan. 15, 1886.....	17,273	7,602	5,034	66.2	1,881	37.4
Jan. 16, 1886, to June 30, 1887.....	19,345	15,852	10,746	67.8	4,442	41.3
July 1, 1887, to June 30, 1888.....	22,577	11,281	6,868	60.9	2,616	38.0
July 1, 1888, to June 30, 1889.....	29,650	19,060	11,978	62.8	3,781	31.6
July 1, 1889, to June 30, 1890.....	30,626	22,964	13,947	60.7	5,182	37.2
July 1, 1890, to June 30, 1891.....	33,873	19,074	12,786	67.0	5,395	42.0
July 1, 1891, to June 30, 1892.....	37,523	19,460	14,008	62.5	5,981	42.5
July 1, 1892, to June 30, 1893.....	43,915	24,338	14,008	56.5	4,281	30.6
July 1, 1893, to June 30, 1894.....	45,821	37,378	22,131	59.2	4,704	19.8
July 1, 1894, to June 30, 1895.....	54,222	31,036	19,811	63.9	4,793	24.2
July 1, 1895, to June 30, 1896.....	57,044	31,179	20,714	66.4	5,086	24.6
July 1, 1896, to June 30, 1897.....	85,886	50,571	28,474	58.3	3,047	10.3
July 1, 1897, to June 30, 1898.....	89,306	45,712	30,600	66.9	7,870	25.7
July 1, 1898, to June 30, 1899.....	93,144	49,164	36,312	74.0	9,557	26.3
July 1, 1899, to June 30, 1900.....	94,893	46,602	34,965	75.0	9,889	28.3
July 1, 1900, to June 30, 1901.....	106,205	48,093	33,521	69.7	10,291	30.7
July 1, 1901, to June 30, 1902.....	107,990	60,558	40,509	66.9	13,298	32.8
July 1, 1902, to June 30, 1903.....	135,453	109,829	87,983	80.1	40,270	45.7
July 1, 1903, to June 30, 1904.....	154,093	127,846	100,078	78.3	48,909	48.8
July 1, 1904, to June 30, 1905.....	171,807	143,053	111,741	78.1	38,996	35.0
July 1, 1905, to June 30, 1906.....	184,178	117,277	91,345	77.9	39,050	42.7
July 1, 1906, to June 30, 1907.....	194,332	129,317	93,920	72.6	43,003	45.8
July 1, 1907, to June 30, 1908.....	206,637	161,793	120,760	74.6	42,153	34.9
July 1, 1908, to June 30, 1909.....	234,940	158,484	123,449	77.9	40,943	33.2
July 1, 1909, to June 30, 1910.....	222,278	115,644	87,769	75.9	43,585	49.7
July 1, 1910, to June 30, 1911.....	227,657	105,024	70,159	66.8	23,256	33.2

TABLE 3.—Showing, for all branches of the classified service, the number examined, the number that passed, the per cent that passed, the number appointed, the per cent appointed of those that passed, and the approximate number of competitive classified positions in the service during the several periods covered by the reports of the commission—Contd.

Branch of service and period covered.	Approximate number of classified competitive positions.	Examined.	Passed.	Per cent that passed.	Appointed.	Per cent appointed of those that passed.
SUMMARY—continued.						
July 1, 1911, to June 30, 1912.....	217,392	108,078	59,251	55.9	20,969	35.4
July 1, 1912, to June 30, 1913.....	282,597	141,906	94,350	66.5	35,154	37.3
July 1, 1913, to June 30, 1914.....	292,460	215,587	147,526	68.4	41,935	28.4
July 1, 1914, to June 30, 1915.....	292,291	167,795	114,632	68.3	36,398	31.8
July 1, 1915, to June 30, 1916.....	296,926	154,722	113,792	73.5	42,057	37.0
July 1, 1916, to June 30, 1917.....	326,899	212,114	122,280	57.6	86,312	70.5
July 1, 1917, to June 30, 1918.....	551,391	387,963	70.4	213,530	55.0
Total.....	3,268,203	2,288,747	70.0	41.0

¹ The large increase in field service figures for 1913 is due to the inclusions of navy-yard artisans' positions to the number of about 16,000 in the competitive classified service.

² 11,635 fourth-class postmasters, appointed in 1914, and 18,238 in 1915, under the Executive order of May 7, 1913, requiring examinations at offices whose incumbents had not been appointed under the regulations, are not included in the table.

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